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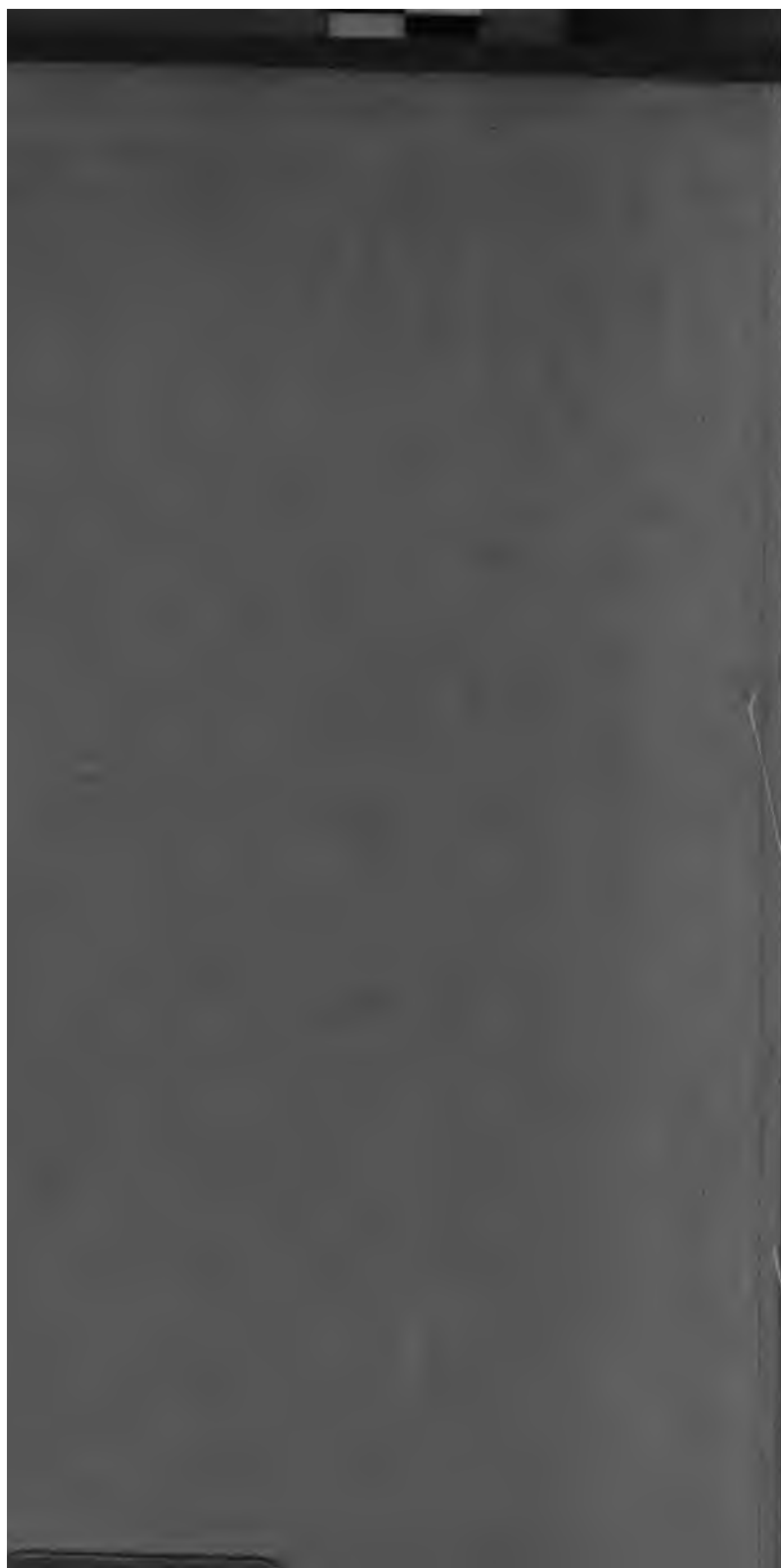
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FOURTEENTH ANNUAL REPORT.

NEW YORK CITY

CIVIL SERVICE COMMISSION.

REGULATIONS AND CLASSIFICATIONS
FOR THE NEW YORK CITY CIVIL SERVICE.

COMMISSIONERS:

EVERETT P. WHEELER, *Chairman*.
CHARLES W. WATSON. J. VAN VECHTEN OLCOTT.
W. BAYARD CUTTING. WILLIAM JAY SCHIEFFELIN.

EXAMINING BOARD:

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S. WILLIAM BRISCOE,

Secretary and Executive Officer, New York City Civil Service Commission.

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1898.

1

CITY OF NEW YORK — MAYOR'S OFFICE, }
December 31, 1897. }

The following regulations for the admission of persons into the Civil Service of the City of New York, and for the conduct of persons who may receive appointments in the said service, have been prescribed and established by the Mayor of the City of New York, and have been approved by the New York State Civil Service Commission.

W. L. STRONG,
Mayor.

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December 31, 1897. }

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W. L. STRONG,
Mayor.

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KEY TO REARRANGEMENT OF REGULATIONS.

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the Police Department, and they include a great number of skilled mechanics and laborers. In short, there is hardly any kind of employment that does not come under the general supervision of the New York City Civil Service Commission.

Our aim has been in the conduct of the examinations for admission to the various branches of the service to specialize them as far as possible. We have in the first place consulted with the heads of departments, and ascertained, as far as practicable, the duties of the office for which an examination was to be held, and we have then taken great pains to see that the examinations should be as required by the Civil Service Law of 1883, which in this respect has never been changed.

“Such examinations shall be practical in their character, and, so far as may be, shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed.”

The requirement of Section 4 of Chapter 428 of the Laws of 1897 is but another form of stating this original requirement of the Civil Service Law of 1883.

“All examinations shall be competitive, so far as practicable, and shall be practical in their character, and shall relate to those matters which shall fairly test the intelligence, competency, suitability and character of the applicants to discharge the duties of that service for which they seek to be appointed.”

The actual conduct of these examinations in the City of New York, with the exception of those for Examiners in the Civil Service Board itself, has been intrusted (as required by the Civil Service Regulations) to Examiners selected for their special qualifications, and who are assigned to those examinations for which they are especially qualified. Two of them are Physicians, two of them are Civil Engineers, one a Mechanical Engineer, and one an Architect. One of them is assigned solely to the examination of the testimonials as to the character of the different candidates.

After these examinations are completed, and the rating is made according to the merit and fitness of the different applicants there still remains a period of probation under the Rules, during which the head of the department has an opportunity to test, by actual service, the qualifications and efficiency of the successful candidates, and not until these have been assured by an actual probation is the final appointment made.

When, on the 15th day of May, 1897, the new Act relating to Civil Service examinations took effect, a question of much difficulty was presented to this Commission, as to the change effected in the Civil Service system by the adoption of that Act. Until then it had been generally supposed that the words "merit" and "fitness" in the Civil Service clause of the Constitution of the State of New York (X) were nearly synonymous. The Act referred to required separate examinations, one for merit, to be held under the direction of the several Civil Service Commissions, and the other for fitness, to be determined by the appointing power, "or by some person or Board designated by the person holding such power of appointment or promotion."

The Corporation Counsel advised that it was competent for the appointing power to designate the Civil Service Commission, as the Board which should conduct the examination for fitness. Almost all of the departments of the City of New York have availed themselves of the authority thus conferred, and have designated the New York Civil Service Commission as the Board to conduct the fitness examination.

With the approval of the State Civil Service Commission, as required by the Act, rules were made for carrying out the provisions of the Act referred to. These are numbered from 74 to 80, in the Schedule of Regulations appended hereto. In general they provide that the eligible lists which were in force at the time this Act took effect, shall stand as the eligible list for fitness, and that the rating upon them should be divided in each case by two; that in all examinations for fitness conducted by the appointing power, the questions and answers should be either in writing, or taken

down stenographically, and reduced to writing; that the rating of the appointing power upon such examination should be certified to the New York Civil Service Commission, and eligible lists thereupon made up pursuant to the Act; that no question should call for the expression or disclosure of any political or religious opinion or belief; that any candidate claiming to be aggrieved by the conduct of the examination for fitness should have the right to appeal to this Commission, and that the other regulations which had been previously adopted, should still remain in force.

Practically, therefore, the conduct of examinations in the City of New York has not been greatly changed by the Act in question.

The following departments have in all instances designated the New York Civil Service Commission as the Board to conduct the examination for fitness:

Law Department, Board of Education, Department of Correction, Department of Charities, City Record, Department of Docks, Department of Taxes and Assessments, Fire Department (except in promotions), Health Department, Street Cleaning Department, Police Department, Commissioner of Accounts, Building Department.

The following departments have designated this Commission, in most instances, as the Examining Board for fitness:

Department of Public Works, Department of Street Improvements.

The following departments have made no such designation, but have themselves conducted the examination for fitness.

Finance Department, Department of Public Parks, Board of City Magistrates.

Some of these examinations have been a direct violation of the provisions of section 4 of the Act of 1897, before referred to, and we have felt it our duty to call the attention of the appointing power to this violation. In order to show the flimsy and unsuitable character of some of these examinations, we append a schedule showing the questions put, and the answers, and the rating upon the answers in several instances.

After these examinations are completed, and the rating is made according to the merit and fitness of the different applicants there still remains a period of probation under the Rules, during which the head of the department has an opportunity to test, by actual service, the qualifications and efficiency of the successful candidates, and not until these have been assured by an actual probation is the final appointment made.

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2. Providing for noncompetitive examinations in some positions in Schedule A, which before had been altogether exempt from examination.

3. Requiring the Chief Examiner to attend the meetings of the Commission.

4. Making a violation of the Civil Service Regulations good cause for dismissal.

5. On the recommendation of the Chief Examiner we have changed to some extent the examination for admission to the position of Fireman or Park Policeman. It has previously been the practice to give to such applicants a copy of selected rules and regulations covering some important branches of their future duties, and to examine them upon these rules and regulations. The Examiners found it very difficult to frame questions upon such rules and regulations which would serve any purpose except to test the memory of the applicants, and it was thought, on the whole, expedient to substitute for this test "writing a letter and a report on subjects given at the time of examination."

Our reason for this was that it is an important part of the duty of a Policeman to make a report in regard to violations of law, and we thought that the ability to write a letter on a given subject would fairly test the intelligence of the applicants, and their readiness to observe and express clearly the results of such observation. This has been done with the entire approval of the Fire Department, and after consultation with them.

We have retained, however, the provision in the examination for promotion relating to the Rules and Regulations of the department in the uniformed force of the Fire Department and of the Park Police. It seemed to us that one element that should enter into consideration in those departments was the practical acquaintance that had been acquired with the Rules and Regulations of the department, and the ability to answer questions intelligently in reference to the application of those Rules and Regulations to particular cases.

As showing what an examination which would, in accordance with the requirements of the Civil Service Act, "fairly test the relative capacity and fitness of the person examined," we append the examination questions on the examinations for merit, conducted in the Civil Service office for the same positions, giving the answers of applicants in several cases.

Our experience has shown that the danger of abuse under the provisions of this act is so great, and the facilities it affords for enabling persons desiring so to do to evade the requirements of the Constitution which have been before referred to, that we feel it is a subject for congratulation to all interested in the good government of the City, that its provisions have been repealed, so far as the Greater New York is concerned. Section 1611 of the new Charter provides as follows:

"For the purpose of determining the effect of this Act upon other Acts, and the effect of other Acts upon this Act, this Act shall, except as in this section is otherwise provided, be deemed to have been enacted on the first day of January, in the year eighteen hundred and ninety-eight."

It would seem to be clear, therefore, that so far as the Greater New York is concerned, Chapter 428 of the Laws of 1897, before referred to, is expressly repealed by the Greater New York Charter. Indeed, the provisions of those sections of the Charter which relate to the Municipal Civil Service (123 to 125), are so inconsistent with the provisions of the Act of 1897, that it would be impliedly repealed thereby, even if there were no express repeal contained in Section 1611.

The principal changes in the Regulations which we have during the year recommended to the Mayor, and which have been approved by the New York State Civil Service Commission, besides those before mentioned, are:

1. Authorizing this Commission to prescribe rules for the execution of the Regulations, and of the Civil Service Act, and prescribe forms for use in connection therewith.

of regular Clerks and Heads of Bureaus. The construction of the language has been settled by the courts.

This amendment requires the officer who makes the removal to inform the person he seeks to remove, of the cause of the proposed removal, and allow him an opportunity of making an explanation. In every case of removal the true grounds thereof shall be entered upon the records of the department, and a copy transmitted to the New York City Civil Service Commission.

A further amendment prohibits removals for political or religious opinions, or the using of official authority or influence to coerce the political action of any person.

8. An amendment to the requirements as to clerical examinations provides for cases in which good handwriting is the principal qualification required. A special eligible list is to be made in such cases.

In order to obtain for the City the most experienced service, an amendment has been adopted allowing a preference in appointments under the Labor Schedule G, on the ground of faithful service in the employ of the City.

It seems impracticable to conduct competitive examination in the Labor Schedule, but the Commission think that this clause, on the whole, comes the nearest to a competitive examination by giving a preference where actual employment has shown the competency of the candidate.

It will thus be seen that no radical changes have been made in the regulations, but that we have endeavored to make such amendments, from time to time, as experience required.

The regulations and the exceptions thereto in force are shown by the schedules hereto annexed. We also annex reports of the year's work, from the Chief Examiner, the Secretary and the Labor Clerk, specimens of the examination papers during the year, and also statistical tables containing a summary and a detailed statement of what has been done in the office of the City Civil Service Commission.

6. We have also raised the minimum on obligatory subjects for all applicants for appointment as Park Policemen and Firemen from sixty to seventy per cent. The regulations formerly provided that no person "shall be examined for promotion or transferred from any position in Schedule G (Labor Schedule)." This provision was adopted to prevent the abuse that had sprung up, of appointing persons to positions as laborers, and assigning them to duty as Clerks, without any previous examination on that subject whatever. (This abuse is now prevented under the provisions of Regulation 71.)

It is, however, represented to us that there were many cases when it was very desirable to encourage the faithful service of skilled mechanics or laborers, by promotion to a higher grade. We saw the reasonableness of that, and recommended an amendment allowing such promotion upon examination, when the person seeking the promotion had "served the City with credit to himself for a period of three years in the department in which he is employed, and then only when the promotion or transfer is in the direct line of duty, and the person named shall pass an examination as provided for on original appointment or promotion."

7. The subject of removals had been under consideration by the Commission for years. Two evils to be guarded against were:

(a) Removal from the service for political reasons, or motives of personal dislike.

(b) Making the removal of incompetent persons difficult by bringing under the jurisdiction of the courts the proceedings for the removal.

The regulation on this subject adopted by the President of the United States, in the early part of the year, was carefully considered, and the result was a recommendation to the Mayor, which was approved by him and by the State Civil Service Commission, which assimilated the provisions of the Civil Service Regulations as to removals of those which had long been in force under section 48 of the New York City Consolidation Act, relating to the removal

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The Regulations require us to make such suggestions as the Commission may deem necessary for the more effectual enforcement of the purpose of the Civil Service Act, and of the Regulations. The only suggestion we desire to make is that the arrangement be continued which has been made with the Comptroller of the City of New York, by which the pay-rolls have passed through the City Civil Service office, and have been examined for the purpose of ascertaining whether or not persons have been legally employed. This has materially assisted the enforcement of the Regulations and been a great protection to the Comptroller, who, under section 7 of the Civil Service Act, is prohibited from drawing or authorizing the drawing of any warrant "for the payment of salary to any person in its service, whose appointment has not been made in pursuance of this act and the rules in force thereunder." The Comptroller is thus made personally liable for any sum paid contrary to the provisions of this section.

We have established a system by which the name of each person in the employ of the City is placed upon a card which contains the date of his application, of his examination, and of his appointment. These cards are arranged in alphabetical order, and enable the Secretary in a moment to ascertain, in each instance, whether or not a person has been appointed in compliance with the provisions of the law.

Our experience has shown that cordial co-operation between the Mayor, the heads of departments, and the Civil Service Board is of great importance to the effectual administration of the City service, and of great benefit to the public.

All of which is respectfully submitted.

EVERETT P. WHEELER, *Chairman*.

CHARLES W. WATSON.

J. VAN VECHTEN OLCOTT.

W. BAYARD CUTTING.

WILLIAM JAY SCHIEFFELIN.

Report of Chief Examiner.

NEW YORK, *December 6, 1897.*

To the Honorable Commissioners, New York City Civil Service:

GENTLEMEN.— I have the honor to present my report of the work of the Examining Board of the New York City Civil Service Commission for the year 1897. As this is the first time that the Chief Examiner has been called upon to make an annual report, I must beg the indulgence of the Commission if, in some instances, I have gone back of the year in order more clearly to place before them the condition of the office as it is to-day.

At the end of 1896, Mr. George N. Messiter, who for more than a year had been a member of the Examining Board, resigned his position, greatly to the regret of his colleagues. I had learned to place the utmost reliance upon Mr. Messiter's ability, judgment and cheerful readiness to do whatever work I assigned him.

Two new members of the Examining Board were appointed early in the year: Mr. L. E. Jones in February, and Mr. H. K. Spaulding in March. These gentlemen stood highest on the eligible list resulting from the examination held in November, 1896. In August, 1897, Dr. L. F. Warner and Mr. George R. Ferguson were appointed members of the Examining Board, standing first respectively on the eligible lists resulting from the examinations held for Medical Examiner and Mechanical Engineer Examiner.

One resignation, that of Mr. J. H. Fitzpatrick, was presented during the year.

The most marked change in the constitution of what may be called the examination side of the office has been the appointment of two women as Assistant Examiners. They and the Chief Ex-

aminer now form the only members of the examining body whose entire time must be devoted to the business of the office. The experiment of employing women in this capacity has succeeded far beyond the expectations which I had ventured to entertain. The two incumbents have not only brought voluntarily to the discharge of their duties the steady fidelity which, indeed, I should have exacted, but an intelligence, a capacity and an interest in their work which have been of the greatest service. I have found it possible and proper to place in their hands the rating of a range of papers which I had not originally supposed could safely be intrusted to them; and their efficient and business-like way of conducting the actual management of the examination-room while examinations are in progress, has been a great relief to me, in allowing me to attend to the increasing office business connected with my position, without the former constant interruptions, and without concern as to the conduct of the examination. There has also been, under this arrangement, a noticeable saving of expense.

The Examining Board at present, excluding the Assistant Examiners, consists of twelve members. Two of these, Dr. Brown and Dr. Houghton, are exclusively devoted to medical and physical examination of applicants, and one, Mr. Jessup, devotes his entire attention to investigations as to character. Taking the Board as a whole, eight of the twelve are appointees after competitive examination. It is only just to state here that from all the members of the Examining Board, both those who were members before my appointment and those appointed since, I have received nothing but the most cordial and sympathetic assistance. It is perhaps proper, as it certainly is pleasing, in this place to specify Mr. Collingwood, who joining to great attainments that modesty with which they are not always coupled, has at times almost tempted me to believe that he was my subordinate in experience as well as in rank. I can not but think it remarkable that a new officer coming into a position of authority over men far more experienced than himself, should have found such loyal and efficient coworkers. The credit is due to them.

The removal of the offices of the Commission from the old quarters on the third floor to our present quarters has, apart from the more suitable accommodations thus provided for the general needs of the office staff, resulted in providing what we did not have before — a satisfactory examination-room, with seats for ninety-eight candidates. The old examination-room was unsatisfactory in several particulars. A part of it was necessarily cut off to provide a passage-way from the main hall to the general office, and as the partition between the examination-room and the passage-way did not extend to the ceiling, we were forced to endure all the very considerable noise of the outside halls and of the passage-way. In addition, the cases in which the examination papers are filed were kept in the examination-room and were, of course, constantly consulted; each consultation meaning more or less of a disturbance. Besides these drawbacks, the Chief Examiner's room was separated from the examination-room by the thoroughfare which did duty as the Secretary's office.

At present, the examination-room is that and nothing else. It can be cut off from every other room in the office, an important point when directions or dictation exercises have to be addressed to a large number of candidates. The Chief Examiner's room opens directly off the examination-room, and the close proximity of the platform to his office is another advantage over the old arrangement, under which he had to walk the entire length of the room in going from his desk to the platform.

Another change which is an improvement is the anchoring of the desks to the floor. This provides a steady writing surface which, previously, was either not secured at all or was secured by unsatisfactory devices, while the advantage of fixing the interval between competitors is one which Examiners are more likely to understand and appreciate than others. In determining the arrangement of the desks, I relied almost entirely upon Mr. Sturgis.

Through the kindness of Dr. Brown, who visited England the past summer, I have had the privilege of reading a considerable

number of examination papers set by the English Civil Service Commission. Many reflections have been suggested by them, but in this place I desire to mention one in particular. Applicants are not allowed to bring into the examination room their hats, umbrellas, wraps, etc., but leave them in a room provided for the purpose. It is greatly to be desired that some such arrangement should be made here. The disposal of such belongings is difficult in many cases, and in a large examination, particularly in cold or wet weather, is a serious problem. Provision, not entirely satisfactory in any case, may be made in small examinations, by using the ante-room to the physical examination-room. Suggestion has been made that attachments might be made to the desks, similar to those in use in some of the theatres. But there are difficulties.

The attachment can not be placed in front of the desk, for that would interfere with the occupant of the chair in front; it can hardly be placed at the side of the desk, for that would interfere with the free passage of the aisles, necessary for expedition on the part of the Examiners. The only place left is underneath the desks, and that would certainly incommode the competitors. What is needed is a coat-room, which I trust may at some time be granted.

The Commission may recall two recent instances, one in the Police Board, and one in the Federal Civil Service Commission's examination, where scandals arose from suspicions — to say no more — that candidates had access to the examination papers before the day of examination. Whether these suspicions were well founded or not, there clearly was a possibility of their correctness from the fact that the papers were printed, before the examination day, in offices not under the direct and exclusive control of the respective Examining Boards. As doubts have been, at times, expressed, as to whether there might not be a possibility of the same sort in connection with other examinations, it may be proper to explain our method. Examination papers are prepared, either by the Chief Examiner or by such member of the Examining

Board or — when necessary — by such outside expert as the Chief Examiner selects. In the last two cases the papers are submitted to the Chief Examiner for approval. Usually the papers are submitted very shortly before the examination; in the case of papers prepared by members of the Board, generally the day before examination. When approved they are placed, sealed, in the office safe and kept there until the morning of the examination. On that morning they are handed to the Chief Examiner's stenographer — who sits in his room — and by him typewritten on a waxed stencil sheet, and are then mimeographed by the office boy, who does his work in the Board room and almost invariably in the immediate presence of an Examiner. It thus usually happens that while the competitors are engaged on one paper, the printing of the succeeding papers is still going on.

This seems a sufficient safeguard against the illegal obtaining of examination questions. It is possible only in case of corrupt action on part of an Examiner. It need hardly be said that it would be impossible to prevent a corrupt Examiner from corrupt practices. There are, however, some drawbacks to this system, though they are not very serious. The chief one is the inferior appearance and distinctness of mimeograph copies. A printed paper, if one does not go into its antecedents, is in every way preferable, and particularly so in the mathematical papers, where the mimeograph sometimes produces figures that are not clearly decipherable. Another drawback is the lack, in the ordinary typewriting machine, of certain signs, found in every printing office, often used or desirable, in examination papers. In such cases the blanks have to be filled in by hand, a serious matter in a large examination. But by constant care, increased experience and, I may add, increased interest and pride on the part of the typewriter and office boy, these drawbacks have been reduced to a minimum. The ideal method would be, of course, to have the papers printed in a room under the direct and exclusive control of the Examining Board. But we must evidently wait for that ideal.

A very simple change in the order of giving out papers — especially in examinations where technical knowledge is necessary — has, it is thought, further tended to prevent any possible collusion between candidates. The old way was to give the simpler papers, arithmetic, experience, etc., first, and the really important paper last. This order is now reversed. The candidates are now set to work at practically the same time on the paper of most importance. This method has a doubly beneficial effect. It prevents the rapid workers from assisting their weaker brethren (during the necessary absences from the room) and it also weeds out more rapidly the incompetents — a number of whom always seem to apply for whatever position. This change was made in consequence of a suggestion from Mr. Howland.

A new system of marking has been adopted, especially with reference to technical and general papers. The old way, in most cases, was to set opposite the answer of each question the rating of each Examiner. The second Examiner, therefore, might be easily, and was almost necessarily, influenced by the view of his predecessor. For all such papers we now have a separate marking sheet for each Examiner, on which are given the markings of each question, while the total alone appears on the candidate's papers. These marking sheets are preserved and form part of the record of the examination. It may be added that this method involves some additional work — usually falling upon the Chief Examiner — when appeals for rerating are made by dissatisfied candidates. But I believe it to be an improvement and have heard no expression of a desire to return to the old way.

The matter of appeals for rerating, just spoken of, has assumed considerable proportions of late. Under Rule 12, governing the conduct of examinations, candidates are allowed, after personal inspection of their papers, and upon specifying their grounds of complaint, to appeal for a rerating to the Chief Examiner. Advantage has been taken of this privilege to a somewhat surprising extent, and notably so by candidates — whether for original ap-

pointment or for promotion — for positions in Schedule C. The number of appeals has so increased, that apart from the additional occupation thus imposed, I have felt it desirable, so far as possible, to give the original rating of papers to other members of the Examining Board, in order that I might not appear to be sitting as trial and appellate judge in the same cases. Appeals in Schedules D and E to some extent must, with our present means, be considered by the original Examiners. But these, as well as the others, are always considered in a liberal spirit. While no record has been kept, the number of appeals which have appeared to be based on just grounds bears a very small proportion to the total number. Of the numerous appeals which have been considered by me from markings of other Examiners, I have found very few instances indeed where I thought it proper to change the original ratings.

Increased care has been given to the investigation as to character. In the case of positions where character is of prime importance, or where — as in the case of Building Inspectors — incumbents are peculiarly liable to be subjected to temptation, inasmuch as their work is necessarily done without the direct supervision of their official superiors, we are not satisfied with the "Certifier's Statement" required from all vouchers for applicants, but the Character Examiner is also called upon to make direct, personal inquiry. So, too, in the frequent cases where candidates acknowledge arrest, or dismissal by previous employers, the Character Examiner makes similar investigation. In cases of dismissal from City Departments, we are supposed to have a record upon which to base conclusions. But we have not yet arrived at the point when dismissal from public employment is presumptive evidence of a candidate's unsuitability, and the difficulty in such cases is further complicated by the too amiable practice in some departments of allowing an unsatisfactory employe to resign in order to save the Head of the Department the disagreeable necessity of dismissing him. Such cases impose upon the Examining Board an unpleasant responsibility not properly belonging to it. When the Character Examiner's re-

port raises a doubt, a copy of the report is sent to each member of the Examining Board, and upon their verdict the applicant is either accepted, rejected, or his name — in case he has already passed the examination — is withheld from the eligible list. During the year sixteen candidates have so been refused, and the action of the Examining Board has been reversed in but three instances, in each case upon evidence submitted after that upon which the Examining Board based its decision.

Attention is called to the last report of Mr. Fowler, Chief Examiner of the State Civil Service Commission (p. 23), in which, after referring to and explaining our method of character examination, he says: "Although this system is probably not perfect, it is the best I have been able to discover in use, and undoubtedly does succeed in throwing out the greater number of the candidates whose previous record shows them to be unfit for the public service; and this method, in connection with the rule allowing a name to be stricken from the eligible list for after-discovered defects of character, would seem to come as near a satisfactory solution of this problem as can be obtained at present."

In order to guard as far as possible against personation in examinations a careful comparison of the statements, handwriting, signatures, etc., of the candidate's application and preliminary sheet is made after each examination. Whenever there is the slightest ground for suspicion — which has been the case in very few instances — further investigation is made. In a few instances candidates have been rejected for filling in vouchers' names themselves. I believe that in nearly every one of these cases the irregularity was due to ignorance, but it was thought best to enforce the rule strictly in the matter, while not refusing the same applicant a chance to file a new application where it appeared that there was no intention to deceive.

There have been a few meetings of the Examining Board, but not so many as in 1896. The reasons for this are two: 1. The policy of the Board having been fairly well determined in 1896,

fewer questions have arisen where I was not aware of the Board's views. 2. It has been possible, by writing circular letters — as for example in character cases and others — to ascertain the members' opinions as adequately and at less expense.

A new system of preserving and filing the question sheets has been employed. A chest of seventy-five numbered drawers is used; in addition, a card catalogue of the various positions for which examinations are held is used and on each card is placed the number of the drawer in which are kept the papers set for that position. As a rule, but one copy of each set of papers is preserved.

A constant effort has been made to improve the character of the papers set and to raise the standard without making them too academic or unjustly difficult. The effort has been always to make them more practical, though "practical" has not always seemed to me to mean what is meant by some critics of the merit system. For example, in endeavoring to ascertain the candidate's ability and qualifications to perform the duties of a given position I had ceased to ask whether he knew what the duties were, even before that course was made imperative by Rule 16 governing examinations. The object, in all examinations, has been not to find out whether the candidate knew the routine of the position, but whether, having learned that after appointment, he was likely to do his work efficiently. A broader range has been given some lines of examination without consciously asking any questions that did not have a direct bearing upon the ascertainment of the candidate's qualifications for the particular position sought. It is not for me to say how far this attempt has succeeded, but, I think, I may say that there has been an improvement. Indeed, if I had learned nothing by two years' experience, I ought no longer to continue in the position. One other departure from old methods may be mentioned. The same examination papers are never set twice, though it is impossible — particularly so in technical examinations — to avoid sometimes repeating questions.

A comparison of the number of candidates examined in the first eleven months of 1896 and 1897 shows that there were examined 1,141 more candidates in 1897 than in 1896, an increase of nearly 23 per cent. It is probable that the December examinations will increase materially this difference. Some slight part of this increase is due to the bringing within our jurisdiction certain employees of the Board of Education; some of it to the provision for an increased number of inspectors in the Board of Health. Against these may be set off the Attendants on the Insane, now under the State Board, of whom nearly 150 were examined in 1896, before the transfer.

The reasons for this large increase, and a speculation upon the effect upon the number of applications, of the financial and political condition of the country, offer a tempting field for investigation, study and elucidation, but I am aware they do not properly belong in a report already too long. There is one point, however, to which attention may be called. The first six months — especially February to June — are heavy months. (The small number examined in June, 1897, was owing to delays caused by the passage of the Civil Service Act of 1897.) September is a light month and the Autumn months generally are less crowded than the Spring.

Respectfully submitted,

F. G. IRELAND,
Chief Examiner.

Report of Secretary.

NEW YORK, *December 6, 1897.*

To the Hon. Civil Service Commissioners:

GENTLEMEN.— I herewith present report showing transactions of the Commission during the year 1897:

It was evident, owing to the increased business of the office, that the Commission should be assigned to larger quarters than those which they at the time occupied, and early in the year the Commission moved its office to the quarters which it at present occupies, and which, in every respect, was suitable for the transaction of the office business, examinations, etc.

The custom of making a monthly report to the Mayor, and the publication of same in the City Record, has been pursued throughout the year, thus keeping the public informed of all actions taken by the Commission.

The pay-rolls of the City have been presented to the Commission for verification, regularly, and it is fair to state, that except in a few cases, the pay-rolls have been passed without any names being deducted therefrom, the names of persons appearing thereon having been appointed in compliance with the Civil Service Laws. The cases which have arisen where names have been deducted, in nearly every instance, have been due to a misunderstanding, or else some failure to comply with the minor or more formal requirements of the Regulations, such as failure to send notice of appointment, or the exceeding of the time allowed, of a temporary appointee.

The employes in the Board of Education, the Rapid Transit Commission, the Sinking Fund Commission, the City Magistrates, the District Civil Court, and the Court of Special Sessions, have

within the past year been brought within, and subject to, the provisions of the Civil Service Law, with the exception of the City Superintendent in the Board of Education, and the Secretary and Chief Engineer of the Rapid Transit Commission. All positions in the above-named Departments were classified as subject to examination, and subject to competitive examination, with the exception of Assistant City Superintendent, and Superintendent of Special Branches, and all positions in the Nautical School in the Board of Education. The latter-named positions were classified as subject to noncompetitive examination.

With but one or two exceptions, all new positions arising have been classified as subject to competitive examination, the exception being only in such cases where a competitive examination was not found to be practicable, or one of trust, and of a strictly confidential nature.

No competitive examinations have been held except in the case of such positions as were specifically classified in Schedule "A," as "subject to noncompetitive examination," and at no time has a noncompetitive examination been held for any position classified in Schedules "B" to "F," or for promotion to any position, unless certificate was filed from the appointing power, to the effect that the person was the only one in the next lower grade, eligible for promotion.

In a few instances, positions which were previously subject to competitive examination have been transferred from the competitive schedules to Schedule "A," "subject to noncompetitive examination."

The positions referred to are as follows:

City Surveyor.—It was found impracticable to hold a competitive examination, for the reason that the appointment is one made by the Board of Aldermen, and the person appointed does not occur upon the pay-roll of the Board of Aldermen, but receives his remuneration from certain assessments for work done.

Trained Nurse.—The Commission considered that the diploma

from a Training School of high standing was the equivalent of a competitive examination.

Pilot and Marine Engineer.—The license from the United States Government is equally available.

Nurses, Pilots and Marine Engineers are placed (upon showing their diploma or license) upon the eligible list, in the order of their application, and are certified for appointment accordingly.

Considerable complaint had been made to the Commission of evasions in the engineering positions, and upon investigation, it was found that an Axeman in one Department was paid \$1,300, while a person holding the same position in another Department received but \$720 per annum. The same inconsistency in salaries existed in higher offices, and it was very evident that the Regulations governing promotions were being evaded, by increasing the salary of an incumbent without changing his title, while he was assigned to perform the duties of a position in the higher grade.

A system of grading engineering positions according to maximum salary was then established, and the change of title or compensation above the maximum named was not allowed without an open competitive examination. The establishment of this grade of engineering positions carried out effectually the provisions governing promotion. The Commission has endeavored, wherever possible, to raise the standard of the eligibles. In the case of Firemen and Park Policemen, the physical qualifications were raised from 70 to 75 — the mental, from 60 to 70, and the ascertained average on all, 80. Keepers in the Department of Correction were required to pass a thorough physical examination, and to be within a certain standard as to height, weight and age, while previously such requirements were not in vogue.

The trade examination of mechanics has been continued and proven efficient and practical in every particular. The standard of laborers was also raised, and the following examination required of all mechanics and laborers; the failure to pass which would debar candidate from registration. The examination of eye-

sight, hearing, heart, lungs and certain movements, to determine the mobility of the joints. Any evidence of alcoholism, hernia, enlargement or inflammation of the joints, obesity, senility or acute chronic diseases which would render the applicant unfit to perform the duties applied for, was considered a good cause for rejection. Interviews with the several Heads of Departments, and communications received from them, have expressed satisfaction with the eligibles which have been certified by this Commission. The mechanics have proven particularly satisfactory.

In a communication from the Superintendent of Buildings of the Board of Education, Mr. Snyder expresses himself as more than satisfied with the Inspectors, and has no suggestion to make for improvement. Letters were also received from the various City Departments at the time of the passage of Chapter 428 of the Laws of 1897, speaking most highly of employes obtained from the eligible list of the Commission. The efficiency of the eligibles is also evidenced by the fact that but few persons appointed from the eligible list have been dismissed during the probationary period.

Amendments to the Regulations have effected excellent results, and may be noted as follows: The authority given to the Commission to incorporate rules (Regulation 3), has placed it within the power of the Commission to more effectually enforce the Regulations.

The classifying in Schedule "A" (Regulation 4) positions subject to noncompetitive examination permits an examination to determine the ability of a candidate seeking appointment, when heretofore no examination was required, and also provides for a distinct line between competitive and noncompetitive positions. Regulation 4 providing that Schedule "A" shall include all positions not subject to competitive examination, and Regulation 7 providing that all positions in Schedules "B" to "F" not filled by promotion, shall be filled in open competitive examination.

The changes made in the form of the certifiers certificate require a more scrutinizing inquiry into an applicant's character, and thereby points are brought out which otherwise might be overlooked.

The conduct of examinations was more clearly defined by rules established pursuant to Regulation 3. Any violation of the Regulations or Rules were made punishable by the provisions of Regulation 2, which provides that "any violation shall be considered a good cause for the dismissal of such person from the service." Heretofore the Commissioners had no power to enforce such action.

In all exclusions from examinations, it is required that report must be made to the Commission, thus assuring no unfairness to candidates.

All oral examinations must be taken stenographically, and questions and answers thereto transcribed and preserved with the examination papers of the candidate.

Rating is made with no knowledge of the candidate's name.

Eligible lists are kept in book form, and a complete history of each and every candidate is recorded.

The first person on the list is, as a rule, appointed. When exception to this rule has occurred, it has at no time been based upon the ground of bad character, but for the reason that the person certified did not possess some special qualification which was requisite to fill the particular position. In each and every case where a name has been passed, a full report has been made to the Commission, and entered upon its minutes.

Every effort has been made to keep the number of eligible lists as much reduced as possible. Regulation 30, which provides "that when requisition is made upon an eligible list which is exhausted, or to fill a newly-created position, certification may be made from some other eligible list on hand, wherein the qualifications demanded have been determined," — has greatly aided in keeping the eligible lists reduced, and not necessitated the extra expense

and loss of time in preparing new lists. This has also prevented evasion of the present eligible lists. Regulation 32, giving authority to the Commission to extend the time during which an eligible list shall be in force, has proved most effectual, and has saved time and expense.

The Regulations as to promotion have been closely observed, and competitive examinations for promotion have been required or certificate furnished that the person certified for promotion was the only one eligible in the next lower grade.

Transfers have only been made pursuant to the provisions of Regulation 42.

The number of dismissals has been very small in proportion to the appointments, and the reasons for dismissal have been certified to the Commission.

Reinstatements have been made only in full observance of Regulation 45.

Appeals have always received prompt and careful consideration, and reported in full to the Commission.

Visitors have at all times been courteously entertained, and waited upon, and furnished full information.

Twenty thousand copies of the Rules and Regulations have been distributed and all amendments to same published in two issues in the City Record, and distributed, and otherwise notice given in the daily papers.

All examinations are set from ten to thirty days in advance, and broadly published. Continuous notice of examinations is given in the City Record, and all new examinations are published in the daily papers. Whenever the examination to be held is of a technical or professional nature, the Technical Journals are notified. Wherever examination applies to the trades, the Trade Union representing that particular line of trade is sent notice.

For the past year it has been the practice to have printed slips made of examinations which are distributed throughout the City.

Wherever an examination has been advertised, and less than three candidates make application, the examination has been canceled, and postponed, and readvertised, in order to secure a larger number of candidates to compete, and that the public may have more opportunity to observe the advertisement.

It will be shown in the Statistical Report, that the examinations have this year exceeded by over a thousand, those examined in 1896. The number of appointments have largely increased, and in the number of dismissals there has been a decrease.

The showing made by the increased work is evidence of the confidence the public has in the Commission. The increase of work has entailed additional expense, and, therefore, it has been found necessary, in order to continue examinations, to ask the Board of Estimate and Apportionment for the additional appropriation of five hundred (\$500) dollars, which was granted.

The appropriation for 1897 has, therefore, amounted in the aggregate to \$30,500. The pay-roll of the General Office averages \$1,157.20 per month, which includes \$315, the salary account of the Labor Bureau. The pay-roll of the Examining Department averages \$1,193.57 per month.

Respectfully submitted,

S. WILLIAM BRISCOE,

Secretary and Executive Officer.

Report of Labor Clerk.

December 6, 1897.

S. WILLIAM BRISCOE, Esq., *Secretary New York City Civil Service:*

DEAR SIR.— I desire to present for your consideration a brief statement of the work of the Labor Bureau for the year 1897.

We have succeeded, by the application of more severe test in physical examinations, in elevating the standard of eligibles, and are enabled to present a much better class of men, in point of muscular condition, for certification as laborers or mechanics. All applicants are now subjected to the system adopted by your Commission on March 4th, last, giving particular attention to the matter of agility and to evidence of senility and immobility of joints, and to acute and chronic diseases which might render candidates unfit for service. To this end a sufficient number of applicants were summoned for re-examination to enable us to fill requisitions, and, incidentally, to purge the lists of all who, by change of residence and other causes, would be unavailable for service. This operation has been repeated as often as the demands of the system require.

The examinations as to technical proficiency in the New York Trade School have been held as often as necessary, with most satisfactory results. The elimination of all theoretical questions in these examinations has also met with general approval, and the tests now applied are "thoroughly practical in their character." The eligible list of machinist, ship caulker, ship carpenter and wheelwright having been transferred from Schedule F to G, are extended until exhausted, and practical examinations may be ar-

ranged for and ordered at any time at the shops of the New York Trade School, and Pratt Institute of Brooklyn.

We have observed that this system of trade examination is most popular among applicants for mechanical positions in commanding their entire evidence and approval, and has the advantage of securing the best material for the various departments of the Municipal service. A number of candidates for promotion to these positions in different Departments have also been examined in this way, and the results have been generally satisfactory.

We note with some degree of satisfaction that the average cost *per capita* for trade examination is \$1.96, or less than one day's pay for a laborer employed on probation.

We have had little or no difficulty in filling requisitions from Departments, and have been enabled to furnish acceptable persons, and, in many cases, the appointing power has expressed satisfaction as to the marked degree of efficiency exhibited by the appointees.

On the whole, we are convinced that our own system is well adapted to the requirements of our City, and guarantee to the Departments a more effective and intelligent service than could be had in appointments made without examination or registration.

We anticipate no difficulty in handling the work for the entire Greater New York, should such task devolve upon the Bureau, as we now easily supply the needs of Manhattan and Bronx, together with the Aqueduct Commission in Westchester and Putnam counties.

Complaints and appeals are few, and from our own observation we are of the opinion that the practical working of the Labor Bureau has met with the approval of the public in general, and commands the confidence of nearly all the registered applicants for positions.

Respectfully submitted,

FRANK A. SPENCER,

Labor Clerk.

Comparison of Merit Examination for the Position of Inspector of Pier Building with the Examination for Fitness held by Park Department.

TECHNICAL.

Merit Examination.

1. What tools does a builder of timber, pier and dock work, composed of stone-filled crib work, etc., require?
2. In preparing for shrinking a crib at any selected place, what requirements are necessary, and how can they be obtained?
3. Suppose rock is found which is inclined across the line of crib-work; what should be done to keep the cribwork in line in the two cases, (a) where the inclination is moderate; (b) where the rock is quite steep.
4. For a good job, how should the lowest course of logs be arranged in a crib? State all that you think essential.
5. How should the second course be arranged, and how secured to the first? Describe all the work.
6. Is it best to place the longitudinal logs in tiers over each other and the transverse logs the same, or to distribute them, and why?
7. How are the stones for sinking the cribs supported by this crib? Describe just how the supports are put in place and fastened?
8. Are the cribs loaded over the whole bottom, or only a part, and why?
9. If a crib settles out of level, can it be straightened, and how?
10. If a crib forms part of the foundation of a street or road, what is required in filling it?
11. What constitutes a good job in fitting a transverse log on the longitudinals, which it crosses?

12. How should the spikes at each crossing be driven, to prevent interference with ones below, and to make a strong job? Give this in full detail, including length and size of spikes.

13. How do the ties or transverse logs for the squared timber work used above low water in a pier, differ from those in the crib work?

14. Describe a proper form and method of fitting and securing a dove-tail in such work?

15. Where the ends of squared timbers are to be fastened together, describe the two ways in which it is done.

16. How may the ends of round timbers be fastened together?

17. What size bolts or spikes are used in securing the squared timbers in one course in a pier to the timbers in the course below?

18. Suppose round drift bolts are used for this purpose, how may the greatest holding power in the timber be secured?

19. Describe the several defects in a piece of timber which, in your opinion, would warrant you in forbidding its use in a work?

20. Describe the several defects in logs which you think would make them unfit for use in a crib. State also what the size should be.

ARITHMETIC.

(Give all the work on the ruled sheet.)

1. Add: $11' 10\frac{1}{2}"$, $7' 3\frac{3}{4}"$, $87' 10"$, $4' 5\frac{1}{2}"$ and $27' 8\frac{1}{4}"$.

2. Subtract: 678945 from 722341.

3. If 17 men in all receive \$5,490.50, how much does each receive?

4. How many square feet in a platform $114' 5\frac{1}{2}"$ long $\times$ $27' 3\frac{1}{4}"$ broad?

FITNESS EXAMINATION OF CANDIDATES FOR THE POSITION OF INSPECTOR OF PIER BUILDING.

Date, July 30, 1897.

Q. What are you doing at present?

A. I am inspector in charge of the bulkhead construction in the Wallabout improvement, Brooklyn.

Q. The work to which this examination has reference is the inspection of borings in examinations for the foundations of two bridges, and will probably not last much more than a month; would you care to give up your present position for such a job?

A. No, sir.

Q. Then you do not wish to be considered a candidate for this position?

A. No, sir.

The above questions were asked all candidates, except the one who received appointment.

FITNESS EXAMINATION OF CANDIDATE WHO WAS
APPOINTED TO THE POSITION OF INSPECTOR OF
PIER BUILDING.

Date, July 28, 1897.

Prof. ———: What are you doing now?

Mr. ———: Practically nothing.

Q. You are rated as Inspector of Pier Building?

A. Yes, sir.

Q. I believe you have done some work of that kind on the Harlem River Driveway?

A. Yes, sir.

Q. How long were you engaged on the driveway as Inspector of Pier Building?

A. Two months.

Q. I want you to understand that the work which is contemplated under this request for an eligible list of Pier Inspectors is not Pier Building; some boring in the examinations for the foundation of a new bridge at City Island are to be made. Are you familiar with methods of examining material and location for engineering work?

A. Where I have been working, I have seen considerable work of that kind, and am acquainted with it.

Q. Have you seen under-water boring done?

A. I have seen well boring and work similar to that.

Q. Have you been familiar with work similar to foundation work around New York City or elsewhere?

A. Yes, sir; at Chattanooga, Tenn.

Q. What work did you do there?

A. Engineering work, connected with the Construction Corps in the United States Army.

Q. Have you done much similar work since?

A. I have done some.

Q. Are you a veteran?

A. Yes, sir.

Q. In boring operations for foundation work, such as we shall do at City Island, do you know how to keep a record of the material passed through?

A. Yes, sir; I should watch the material brought up in the pipe and keep specimens of it, and make reports of depths, and so get the whole record.

Q. Have you lately had connection with work built under water?

A. Yes, sir.

Q. Do you know in a general way what data and information must be known in order to make such construction?

A. Yes, sir.

Q. How long is it since you began to do engineering work of this character?

A. About 28 years.

Grading, 48.

Construction Engineer.

Relative standing:

Merit — 5th on list.

Fitness — 1st on list.

Comparison of Merit Examination for Park Policemen
with the Examination for Fitness as Held by the
Park Department.

MEDICAL EXAMINATION HELD BY THE CIVIL SERVICE COMMISSION.

PHYSICAL EXAMINATION HELD BY THE CIVIL SERVICE COMMISSION.

ARITHMETIC.

Merit Examination.

(Give all the work on the ruled sheet.)

No. 66.

Date, July 29, 1897.

1. Add:

67432

879

4648

885

27

2. Subtract:

789405 from 8202.

3. Multiply:

67895 by 6094.

4. Divide:

3347424 by 4728.

MERIT EXAMINATION FOR PARK POLICEMEN.

RULES AND REGULATIONS.

No. 66.

Date, July 29, 1897.

1. Number 40, of the Selections from Instructions governing Park Police, reads as follows:

“No member of the force shall be permitted to solicit, or be obliged to make contributions, in money or otherwise, on any pretense, to any person, committee or association for any political purpose whatever.” What, in your opinion, is the reason for this rule?

2. A team, attached to a carriage containing a woman and small children, becomes frightened; the carriage is overturned on the side of a steep slope and the children are thrown down the hill. What would you do first.

3. You meet a drunken man, who is noisy, but not otherwise violent, in one of the walks in Central Park. What would you do with him?

4. If obliged to use force, what considerations should be borne in mind in so doing?

5. Define felony and misdemeanor, and state under what circumstances an arrest may be made for each.

6. You stop a runaway horse, and possibly save a life by so doing. The person rescued, in order to show his gratitude, sends you a check. What is your duty?

7. Give the substance of the oath required of a Park Policeman.

CITY INFORMATION.

1. Name all the parks in the City of New York — as now constituted — that you can remember, and give, in a general way, the situation of each.

2. Name five large hotels not on Broadway or Fifth avenue.

3. Suppose you are on duty at the Metropolitan Museum of Art, how would you direct a stranger asking the quickest way to

the Pennsylvania R. R. ferry, and how long should you tell him it would take to go there?

4. What buildings are in the following locations: Corner Madison avenue and Twenty-third street; Broadway, opposite Wall street; Fifth avenue and Fifty-ninth street; One Hundred and Sixteenth street and Amsterdam avenue; Battery Park?

5. Choose any five surface car lines and give their routes.

6. Of how many Commissioners does the Park Board consist, and how are they appointed? Are they paid a salary or not?

**EXAMINATION FOR FITNESS, PARK POLICE, HELD
BY PARK DEPARTMENT.**

Name, _____.

Application No. 412.

Date of examination, October 5, 1897.

Q. What is your age?

A. Twenty-three.

Q. What is your height?

A. Five feet ten and a half inches.

Q. Where were you born?

A. New York City.

Q. Are you married or single?

A. Single.

Q. What is your occupation?

A. Clerk; now in the life insurance business for myself.

Q. Where were you last employed, and how long were you employed there?

A. Queens Insurance Company; two and a half years.

Q. Why did you leave your last place of employment?

A. A change in the office system did away with my position.

Q. Have you any knowledge of the duties of a Park Policeman?

A. Yes, sir.

Q. Have you ever had any serious illness; if so, when?

A. No, sir.

Q. Do you use intoxicating liquors; if so, to what extent?

A. Moderately.

Q. Why do you prefer appointment to the Park Police rather than the Municipal Force?

A. I think it is a more pleasant position.

Q. What is a misdemeanor?

A. A crime less than a felony.

Q. What is a felony?

A. A crime punishable by death or life imprisonment.

Q. What is disorderly conduct?

A. A misdemeanor.

General appearance of applicant:

Relative standing.

Merit — 42d on list.

Fitness — 1st on list.

Rating, 48 per cent.

Comparative Merit Examination of Cottage Attendant
with the Examination Fitness as Held by the
Park Department.

EXPERIENCE.

No. —.

Date, June 30, 1896.

Give full information on the following points:

1. Age.
2. Education.
3. Employment since leaving school.
4. Where employed.
5. By whom employed.
6. How long employed by each employer.
7. Reasons for leaving each employer.
8. Employment on own account, if any.
9. How long employed on own account?
10. Any other facts which will enable the Examiners to form a complete and correct idea of your experience and qualifications.

COTTAGE ATTENDANT.

DUTIES.

No. —.

Date, June 30, 1896.

1. State, as fully as possible, what you consider to be the duties of a Cottage Attendant.
2. Does a Cottage Attendant have to make any reports? If so, what, and to whom?

(SAMPLE No. 1.)

Fitness Examination.

Mrs. _____, applicant for Cottage Attendant.

Widow. Husband's name, _____, no children.
Lives with mother, whose support she is. Has done housework,
cleaning, sewing, had charge of children. Has been in public
employment as Cottage Attendant for the past five weeks; no
fault found with her during those past five weeks.

References.

(SAMPLE No. 2.)

Fitness Examination.

Miss _____, applicant for Cottage Attendant.

Single. Has already been in the employment of the Park
Board as Cottage Attendant, and her services were commended
by Superintendent _____. Never been in City employment
before coming under the Park Board. Refers to Ex-Sheriff
_____.

No. 26 on list.

(Extract from application of same applicant.)

Question No. 10. Were you ever in the service of the City of
New York?

Answer. No.

Relative standing.

Merit — 26th on list.

Fitness — 2d on list.

Civil Service Examiner.

MECHANICAL ENGINEERING.

TECHNICAL.

No. ———

Date, May 25, 1897.

1. Give a clear and concise definition of what is meant by a "horse-power," and what its theoretic value is?
2. Draw up an outline of an examination which would in your opinion fairly test the qualifications of an applicant for the position of Engineer on high service pumping station.
3. State what accidents the piston and cylinder of a steam engine are subject to.
4. What repairs is a steam engine likely to require as the result of long continued use?
5. How would you set the eccentric of the steam valve of an engine?
6. Describe the terms "lap" and "lead," and what purpose they serve.
7. Where an engine and a boiler are to be put out of service for some time, state fully what should be done to keep them in good condition.
8. State clearly what is meant by the "adiabatic" expansion of steam; also by the "isothermal" expansion?
9. Describe in general the process of testing a steam boiler for efficiency.
10. Describe in general the process of indicating a steam engine.
11. State how you would test an indicator for its accuracy?
12. What is the so-called "grooving" in a steam boiler, and what is its cause?

13. What is the effect of filling a boiler, immediately after blowing off steam?

14. What are now considered the best methods of preventing and removing scale in a boiler? What is the effect of oil in a boiler?

15. State fully and clearly what you would do in making a complete inspection of a boiler after use.

16. State the conditions which govern the economical use of fuel under a boiler.

17. If the use of fans or machinery in a building should cause disagreeable or dangerous vibrations, what would probably remove the difficulty? Give reasons.

18. In testing materials for tensile strength, state what is meant by the terms, "elastic limit," and "modulus of elasticity?"

19. In low carbon steel, about what should be its tensile strength, what its elastic limit, and what its elongation and reduction of area at rupture?

20. What is the pitch circle in a wheel, and how would you determine the ratio of speed of two wheels gearing into each other?

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —

Date, May 25, 1897.

1. In a steam boiler which is 48 inches in diameter and shell $\frac{1}{2}$ inch thick, with a steam pressure of 80 pounds, what will be the strain per square inch on a longitudinal section of the shell? Also on a transverse section?

2. Suppose you desire to set the safety-valve of a boiler to blow off at 80 pounds, the valve to have a diameter of 4 inches and the arms of the lever to be respectively 3 inches and 18 inches long; what must be the weight on the valve?

3. What is the weight of a cast-iron conical roller which is 12 inches long, 6 inches in diameter at one end and 4 inches at the other?

4. A screw has a diameter of 3 inches, and a pitch of $\frac{1}{4}$ inch. Suppose 100 pounds pressure to be applied at the end of a lever 3 feet long, what lifting force would the screw exert, neglecting friction?

CLERKS — FIRST GRADE.

SPELLING.

No. —

Date, May 24, 1897.

- | | |
|-----------------|-----------------|
| 1. admirable. | 11. horrible. |
| 2. serviceable. | 12. reverence. |
| 3. believing. | 13. ceremony. |
| 4. preparation. | 14. stability. |
| 5. cushion. | 15. creature. |
| 6. reputable. | 16. co-operate. |
| 7. eligible. | 17. financial. |
| 8. supersede. | 18. tariff. |
| 9. handsome. | 19. determine. |
| 10. appliance. | 20. exorbitant. |

DICTATION.

No. —

Date, May 24, 1897.

It is not easy at this time to comprehend the impulse given to Europe by the discovery of America. It was not the gradual acquisition of some border territory, a province or a kingdom, that had been gained, but a new world that was now thrown open to the European. The races of animals, the mineral treasures, the vegetable forms, and the varied aspects of nature, man in the different phases of civilization, filled the mind with entirely new sets of ideas, that changed the habitual current of thought, and stimulated it to indefinite conjecture. The eagerness to explore the

wonderful secrets of the new hemisphere became so active, the principal cities of Spain were, in a manner, depopulated. emigrants thronged one after another to take their chance in the deep.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —

Date, May 24, 1897.

1. Add:

14,671,052
 12,275,914
 10,544,238
 8,095,336
 10,755,242
 14,594,945
 16,550,627
 17,850,307
 17,260,191
 15,403,669
 18,678,215
 21,032,984
 18,026,880
 19,955,086
 23,193,252
 13,286,552
 9,552,526

2. Find the interest, at 4%, of \$17,854.75 for 3 years, 9 months and 18 days.

3. I buy some goods on price-list rates on which are marked following successive discounts; 30%, 15%, 10%, 7%, 5%; is it cheaper or dearer — and by how much — to buy at above or at a discount of 52%?

4. If $2/11$ of a piece of work be done in 25 days, how much will be done in $11\frac{2}{3}$ days?

5. A stick 4.5 feet long, standing upright, casts a shadow 10 feet long. What is the height of a column which at the same time casts a shadow 75 feet long?

6. What is the difference between $4\frac{1}{2}\%$ of \$740 and $2\frac{1}{2}\%$ of \$1,680?

7. A florist insured his greenhouses and stock, together valued at \$8,000, for $\frac{1}{5}$ of their value, at 2% ; they were injured by fire to the amount of \$6,000. Find the florist's loss, including his premium, and the loss of the insurance company.

LETTER-WRITING.

No. ———

Date, May 24, 1897.

When the new charter of New York City goes into effect there will be numerous cases of different streets in one municipality having the same name. Write a letter of 200 words or more to the Mayor, properly dated, addressed and signed, giving your views as to whether the old names should be retained and, if not, as to what system of renaming should be adopted.

N. B. (1).— This letter is to be signed with the candidate's NUMBER, not his name.

N. B. (2).— In rating this paper, consideration will be given, not to the merit of the opinions expressed, but to the expression of these opinions, grammar, composition, etc.

CLERKS AND ASSISTANT CLERKS IN THE CIVIL DISTRICT COURTS.

SPELLING.

Date, December 15, 1897.

- | | |
|--------------------|-------------------|
| 1. procedure. | 11. principal. |
| 2. summary. | 12. relieve. |
| 3. supplementary. | 13. judicial. |
| 4. assignment. | 14. interpleader. |
| 5. characteristic. | 15. cumulative. |
| 6. codify. | 16. pursuant. |
| 7. appreciate. | 17. colonel. |
| 8. indictment. | 18. blackguard. |
| 9. subpoena. | 19. receiver. |
| 10. marshal. | 20. proceeding. |

DICTATION.

Date, December 15, 1897.

The subjects of every State ought to contribute toward the support of the Government, as nearly as possible in proportion to their respective abilities; that is, in proportion to the revenue which they respectively enjoy under the protection of the State. The expense of government to the individuals of a great nation, is like the expense of management to the joint tenants of a great estate, who are all obliged to contribute in proportion to their respective interests in the estate. In the observation or neglect of this maxim consists, what is called, the equality or inequality of taxation.

CLERKS AND ASSISTANT CLERKS IN THE CIVIL
DISTRICT COURTS — (Continued).

No. —.

Date, December 15, 1897.

1. Give the substance of the provision of the Code which gives jurisdiction to the District Courts of the City of New York and the limitations of that jurisdiction.

2. (a) How many judicial districts are there in New York City as at present constituted? (b) give the location of the Court-House in each district.

3. (a) What is the general rule as to the particular district in which an action must be brought? (b) are there any exceptions to this rule; if so, what?

4. (a) What is the usual time within which a summons is returnable, and what exception is there to this rule, if any? (b) by whom may a summons be served; give the various cases; (c) draft an affidavit of service of a summons by a Marshal.

5. (a) In what cases may an order of arrest issue from a District Court? (b) what preliminaries are necessary to the issue of an order of arrest?

6. In what cases is security for costs required from a party plaintiff?

7. (a) In what cases will a commission issue to examine a witness in the State of Connecticut? (b) when may an oral commission issue? (c) how must the notary or other commissioner taking the deposition execute and return it? (d) specify wherein the following certificate of execution is defective, if at all:

STATE OF CONNECTICUT, }
County of New Haven, } ss.:

I, Henry K. Jones, do hereby certify that William F. Smith, the witness, personally appeared before me on the fifth day of October, 1897, at eleven o'clock in the forenoon, at my office No. 37 Church street, in the City of New Haven, in said county, and did depose to the matters contained in the foregoing deposition;

and I further certify that I have subscribed my name to each half sheet thereof.

HENRY K. JONES,
Notary Public of the County of New Haven,
State of Connecticut.

8. (a) By whom are subpoenas issued from a District Court, and where may they be served? (b) what is the usual number of jurors in any case where a jury is impaneled, and how is this number changed?

9. John Phillips is the landlord of the premises No. 1 Broadway. Arthur Cole is a tenant from month to month of a suite of offices in the building, and makes default in payment of rent. State briefly the steps which Mr. Phillips will have to adopt to dispossess Mr. Cole, assuming that the defendant does or does not appear and defend, as you prefer. Describe each step from the inception of the proceedings to their final conclusion by the eviction of Mr. Cole. It is not required that you should draft any of the papers.

10. Give the substance of an execution issued out of the District Court in a case where the defendant can not be arrested.

11. What is a transcript of a judgment? How is it obtained? Where is it filed? What are the legal consequences of its filing?

12. Make the proper docket entries for the following case:

William F. Doe sues Mary K. Ryle on an unpaid cheque for \$50, serving a verified complaint. The defense is lack of consideration. Several adjournments are had, a commission is issued to Burlington, Vermont, and a jury trial is had. Assume such names, dates and other facts as you please.

13. Who receives the fees in a District Court? To whom, and how are they paid over?

14. Frederick Henry recovers judgment against Charles Thomas for \$175. Thomas wishes to appeal and stay execution. (a) What steps must Thomas take? (b) before what body will the appeal be heard, and how is it constituted? (c) what part does the justice of the District Court play in the perfection of the appeal?

You may assume any proceedings on the part of either party *which will be appropriate.*

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —.

Date, December 15, 1897.

1. Add:

1,760,502
 6,410,324
 6,486,262
 5,949,582
 6,270,086
 5,591,014
 5,543,110
 4,794,755
 5,135,679
 5,116,861
 5,330,775
 5,973,790
 5,749,306
 6,320,194
 7,102,180
 7,609,242
 8,705,836

2. Will \$3,336 yield a larger income if invested in an 8% stock at 139, or if loaned at 6% simple interest, and what is the difference of income in the two cases?

3. Simplify:

$$0.203 \times 0.0004 \times 16$$

$$0.008 \times 0.0029$$

4. In an examination, the maximum mark for which was 100, A. got 68 marks and B. got $10\frac{1}{2}\%$ more than A. What was B.'s mark, and what percentage were A's marks of B.'s marks?

5. How many \$100 bonds at 5% premium can be bought for \$8,400?

6. What number contains 1832 as often as 6.9 contains 0.023?

7. A man owns $\frac{7}{64}$ of a ship. If he sells $\frac{1}{5}$ of his share, what fraction of the whole will he still have?

8. A tailor cuts $9 \frac{2}{14}$ yards of cloth from a piece measuring $44 \frac{4}{14}$ yards. How many vests, each requiring $1 \frac{1}{7}$ yards, can he make with the remainder?

9. Divide \$4,832 among three persons in proportion to their ages, which are respectively, 20 years, 24 years, 26 years.

LETTER-WRITING.

No. —.

Date, December 15, 1897.

Write a letter of 250 words or more to some fictitious friend, giving your opinion on the following question: Should the District Judges and the City Magistrates alike be elected by the people, or should they alike be appointed by the Mayor?

N. B. (1) In rating this letter, consideration will be given, not to the merit of the opinions expressed, but to the expression of these opinions, grammar, composition, etc.

N. B. (2) THIS LETTER IS TO BE SIGNED WITH YOUR *NUMBER*, not your name.

ASSISTANT CLERK, MAGISTRATES' COURTS AND COURT OF SPECIAL SESSIONS.

SPELLING.

Date, October 6, 1897.

- | | |
|-----------------|------------------|
| 1. principle. | 11. wholesome. |
| 2. dissipate. | 12. apparent. |
| 3. almanac. | 13. transient. |
| 4. endeavor. | 14. disappear. |
| 5. populous. | 15. deliberate. |
| 6. circular. | 16. scarcely. |
| 7. valley. | 17. mountain. |
| 8. cataract. | 18. lengthen. |
| 9. descend. | 19. inheritance. |
| 10. completely. | 20. elevation. |

DICTATION.

Date, October 6, 1897.

Political Economy, considered as a branch of the science of a statesman or legislator, proposes two distinct objects: first, to

supply a plentiful revenue or subsistence for the people, or, more properly, to enable them to provide such a revenue or subsistence for themselves; and, secondly, to supply the State or Commonwealth with a revenue sufficient for the public services. It proposes to enrich both the people and the sovereign.

The different progress of opulence in different ages and nations has given occasion to two different systems of political economy, with regard to enriching the people. The one may be called the system of commerce, the other that of agriculture.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —.

Date, October 6, 1897.

1. Add:

15,487,660
 34,854,108
 18,841,830
 78,421,860
 35,724,385
 149,017,855
 2,323,149
 10,431,250
 24,319,890
 38,434,587
 2,306,075
 29,336,560
 3,215,448
 37,893,240
 184,734,000
 49,578,570
 14,911,974
 23,224,300
 391,300,000
 6,273,749
 35,727,200
 165,688,600

2. What number must be added to 238,541 to make a million?
3. A dealer in horses bought 40 horses at \$125 a piece, and sold 15 of them at \$105 each. At what price must he sell the others in order to clear \$500 by the transaction?
4. Simplify:
 $2 \frac{1}{2} - 3 \frac{1}{4} - 4 \frac{1}{3} - 5 \frac{1}{6} + 252 \frac{1}{12}$.
5. A man spends $\frac{1}{3}$ of his income for food, $\frac{1}{8}$ in clothing and lodging, $\frac{1}{10}$ in other expenses, and saves at the end of the year \$318. What was his income?
6. An icehouse contained 1,000 tons of ice. The owner sold at different times 242.75 tons, 87,165 tons, and 166.075 tons. He then found he had left 490.0425 tons. How much had been lost by melting?
7. $\frac{3}{4}$ of 128 is 5% of what number?

LETTER-WRITING.

No. —.

Date, October 6, 1897.

Write a letter of 250 words or more, properly dated and addressed to the Mayor of New York, giving your opinion as to the advisability of giving to the City the ownership and control of all lines of cars for the carrying of passengers through the public streets.

N. B. (1) — THIS LETTER IS TO BE SIGNED WITH THE CANDIDATE'S NUMBER, not his name.

N. B. (2) — In rating this paper, consideration will be given, not to the merit of the opinions expressed, but to the expression of these opinions, grammar, composition, etc.

SPECIAL.

No. —.

Date, October 6, 1897.

1. Define fully and precisely (a) Crime; (b) Felony; (c) Misdemeanor; (d) principal (both in felonies and misdemeanor); (e)

accessory (both in felonies and misdemeanor); (f) vagrant; (g) disorderly conduct.

2. What, if any, limitation is there to the power of the Legislature to declare what shall amount to a crime?

3. Up to what age is a child (a) incapable of committing a crime? (b) *presumed* to be incapable of committing a crime? In the case (b), upon whom rests the burden of proof as to capability or incapability?

4. Upon whom rests the burden of proof as to irresponsibility, e. g., of idiots or lunatics?

5. State how many degrees of assault there are, and give, concisely, a definition of what constitutes assault in each degree.

6. Name the different kinds of homicide, and define the different degrees of each where they are so separated.

7. (a) To whom must a warrant of arrest be directed, and by whom executed? (b) Define the answer to the above question.

8. Who may make an arrest, and when may arrests be made by those authorized to make them?

9. Having reference to Magistrates only, what offenses are not bailable, and what offenses, before conviction, are bailable (a) as a matter of right? (b) as a matter of discretion?

10. State, briefly, the procedure from the time a prisoner is brought before the Magistrate until he is either held or discharged.

FIREMAN.

TEST OF MEMORY.

(Orally communicated.)

Date, October 26, 1897.

Someone has been tampering with the fire-alarm box at the corner of Bleeker street and Broadway. Go there and make a thorough investigation; if necessary, make a report at the nearest police station, and then return here and report.

RULES AND REGULATIONS.

No. —

Date, October 26, 1897.

1. Rule 21 (Selections from Regulations of Fire Department) reads as follows:

“He must not be a delegate or representative to, or a member of, any political or partisan convention whose purpose is the nomination of a candidate for any political office.”

What, in your opinion, is the reason for this rule?

2. Make out, in accordance with the rules, an application for transfer from one company to another.

3. Suppose a pot of boiling fat overturns in the kitchen of a restaurant, setting fire to the floor. How would you undertake to put out the fire, before turning in an alarm, supposing the usual kitchen articles and supplies were within reach?

4. State precisely what you would do in case a private citizen offered you some money in return for conduct on your part which was of benefit to him.

5. If, in your opinion, you ought to make a communication to the Commissioners in the case of question No. 4, state how you would address it, and how it would be sent to the Commissioners.

6. Give the substance of the two rules which refer to smoking.

7. Why is it improper for a member of the uniformed force to solicit the influence of any person with the Commissioners to effect his transfer? What is the penalty for violating the rule on this subject?

CITY INFORMATION.

No. —

Date, October 26, 1897.

1. Location of: Fire Department headquarters; Trinity Church; Harlem Opera House; Manhattan Hotel; Pennsylvania Railroad ferries; St. Luke's Hospital; Washington Bridge; Riverside Park; Lenox Library; Washington Market.

2. What buildings are situated as follows: Fifth avenue and Forty-first street; Fulton street and East river; One Hundred and Sixteenth street and Amsterdam avenue; Broadway and Leonard street; Twenty-sixth street and East river.

3. What is the title of the Chief Magistrate of the City of New York? Where is his office? Who is the present incumbent? When does his term expire? For how long will his successor hold office?

4. Name five of the highest buildings in New York and give their situations. Name all the museums, galleries, and other places of amusement or instruction open to the public in the City. Give the situations of five bridges connecting Manhattan Island with other land.

5. Give the situations of all the theatres you can remember on Broadway.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —

Date, October 26, 1897.

1. Add:

67,432
898
7,621
892
4,675
652

2. Subtract:

743,052
687,064

3. Multiply:

76,495
by 5,096

4. Divide:

3,538,865 by 8,695

EXPERIENCE.

No. —

Date, October 26, 1897.

Give full information as to the following:

1. Employment for last five years.
2. Where.
3. How long.
4. By whom.
5. How employed, *i. e.*, what kind of work.
6. Employment on own account.
7. How so employed?
8. How long?
9. Other experience tending to qualify you for the position of Fireman.

PROMOTION TO ASSISTANT FOREMAN, FIRE
DEPARTMENT.

DICTATION.

No. —

Date, August 23, 1897.

He inquired of the natives where this gold was procured. They answered him by signs, pointing to the south, where, he understood them, dwelt a king of such wealth that he was served in vessels of wrought gold. He understood, also, that there was land to the south, the southwest, and the northwest; and that the people from the last-mentioned quarter frequently proceed to the southwest in quest of gold and precious stones, making in their way descents upon the islands, and carrying off the inhabitants. Several of the natives showed him scars of wounds received in battles with these invaders. It is evident that a great part of this fancied intelligence was self-delusion on the part of Columbus; for he was under a spell of the imagination, which gave its own shapes and colors to every object.

MEMORY FOR PERSONS AND PLACES.

No. —

Date, August 23, 1897.

1. Name, with approximate dates, two of the fires resulting in greatest loss of property within the past five years.
2. When was the Building Department separated from the Fire Department?
3. Give the location, as exactly as possible, of the following engine-houses: 5, 19, 28, 29, 37, 40, 58 H. & L. 5, 11, 16.
4. Name four of the blocks in the City where you think fires would be unusually serious and give the reasons for your answer.
5. Give an account, as full as possible, of the action which was rewarded by the Bennett medal in 1896.
6. Name some notable fires where the fire tower has been of signal service.

LAW.

No. —

Date, August 23, 1897.

1. What restriction is placed upon the retail sale of kerosene in New York City?
2. How great a quantity of each of the following articles can be kept or stored in any one undetached building in New York City: (1) Hemp or flax, unbaled; (2) Varnish; (3) Alcohol; (4) Vitriol; (5) Loose Wood Shavings.
3. Give the substance of the law authorizing entrance into buildings for the purpose of examining into the storage of combustibles.
4. State briefly the powers of a fire marshal investigating the origin of a fire.
5. Enumerate the classes of buildings that must be provided with fire-escapes.
6. What are the principal provisions of the law regarding the constructions of theatres and other places of amusement which are intended to guard against loss of life from fire?

7. What is the Fire Department authorized to do when people are known or believed to be buried under the ruins of fallen buildings?

8. What is required of owners of buildings pronounced unsafe or dangerous by the Fire Department?

RULES AND REGULATIONS.

No. —

Date, August 23, 1897.

1. Give the substance of the principal rules especially affecting assistant foremen.

2. Give the substance of the rule as to soliciting subscriptions, etc., the purchase of tickets to places of amusement, etc., and give your opinion as to the *reason* of the rule.

3. How many battalions are there? How many engine companies and hook and ladder companies on the other side of the Harlem river?

4. By what title must foremen and assistant foremen be addressed or spoken of?

5. State when a resignation will not be forwarded to headquarters.

6. An old woman is seen leaning out of a fifth story window of a burning apartment-house to get out of the heat and suffocating smoke. There is no access from the street; a similar building is adjacent to the one on fire. What would you do?

7. Suppose you find a violation of the rule requiring buildings supplied with gas or steam heat to have stop-cocks accessible from the street. Draw up a report, addressed to the proper official, assuming such facts as you please, giving the results of your inspection.

Sign this report with your examination *NUMBER* and not your name.

MEDICAL INSPECTOR.

TECHNICAL.

No. —

Date, August 3, 1897.

1. Discuss the diarrhoeal disease common to tenement-house children in summer, giving its etiology, clinical history, and treatment in detail, including diet and prophylaxis.
2. (a) What are the conditions causing infantile convulsions? (b) Give the physical signs of pleurisy with effusion.
3. (a) Give the differential diagnosis of diphtheria and follicular tonsillitis. (b) State other conditions which may resemble diphtheria. (c) What weight would you attach to a bacteriological examination of the exudate?
4. (a) State periods of incubation and invasion in each of the following diseases: variola; measles; typhus fever; rotheln. Describe fully the exanthem in each.
5. Discuss scarlatina, defining it and giving its etiology, clinical history, differential diagnosis and sequelae.
6. (a) When would you consider a patient convalescent from scarlatina suitable for removing, quarantine and disinfecting premises? When one with diphtheria? One with smallpox? (b) What procedures would you recommend for disinfecting premises in each case? (c) In each of the above diseases does one attack preclude possibility of another?
7. (a) Mention all the diseases you can which may produce purpuric eruptions in the skin. (b) What drugs may produce rashes simulating variola? Scarlatina? Measles? Differentiate in each case.
8. (a) What is the cause of tinea favosa? What of scabies? (b) Describe briefly the skin condition in each. (c) How would you treat scabies?
9. Mention the important complications and sequelae of (a) measles; (b) diphtheria; (c) whooping cough.

10. What is the Sanitary Code? What diseases are by it required to be reported to the Board of Health?

11. (a) What is a "tenement-house" according to this Code? What a "lodging-house?" What a cellar? (b) What are the chief constituents of sewer gas? (c) What diseases may be caused or transmitted by imperfect drainage? (d) What diseases may be caused by impure milk?

12. (a) What is a "trap" (in plumbing)? What are its uses and how may it fail of its purpose? (b) Give the essentials of an adequate system of house drainage and diagram of same.

13. Discuss sources of vitiation of the atmosphere in an inhabited room. What would you consider the most important of such impurities? Mention some methods of ventilation for a sick-room or schoolroom.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —

Date, August 3, 1897.

1. If 21 quarts are left of a can of alcohol, and this amount is $\frac{3}{8}$ of the capacity of the can, find the capacity of the can.

2. If a doctor has 280 patients and 273 recovered, what per cent. of deaths did he have?

3. Allowing 600 cubic feet air space to each person, find number of persons which a room $12' \times 18' \times 14'$ will contain.

4. Divide:

38,451.216 by 960.8

5. Multiply:

689.004 by .8079

REPORT.

No. —

Date, August 3, 1897.

There is a serious epidemic of smallpox in the Italian quarter of the City and you have been directed to make a thorough in-

vestigation of its cause. Draw up a report, addressed to the Board of Health, giving the result of your investigations, with recommendations how best to prevent its spreading to other sections of the City and how best to lessen the probability of its recurrence.

N. B.— Sign this report with your *number*, and not your name.

PROMOTION TO ASSISTANT ENGINEER, FIFTH GRADE.

TECHNICAL KNOWLEDGE.

No. ———.

Date, July 8, 1897.

1. Describe the operation of running accurately a line 2,000 feet long, using an Engineer's transit.
2. Suppose a point to be invisible from the station where your instrument is, and that you assume a direction, run a random line and at 500 feet distance find a 3-foot offset at right angles will strike the point. Compute the error in angle without the use of tables.
3. You are directed to stake out an embankment on ground sloping across it. The bank is to be 50 feet wide on top, and have slopes of $1\frac{1}{2}$ to 1. Describe the operation for two sections, and show how the notes should be kept.
4. The error in levels due to curvature of the earth being taken at 8 inches per mile, how much would it be for 1,000 feet?
5. Compute the length and bearing of the missing side in the following survey; compute also the area in acres:
 1. North 31 degrees East, 27 $\frac{13}{100}$ Gunther's chains.
 2. North 52 degrees East, 10 $\frac{37}{100}$ Gunther's chains.
 3. South 37 degrees East, 31 $\frac{44}{100}$ Gunther's chains.
 4. South 69 degrees West, 47 $\frac{11}{100}$ Gunther's chains.
6. Describe all the different ways in which the horizontal length of a line on a steep slope can be obtained.
7. State specifically all the sources of error to be guarded against in triangulation work.
8. Describe a well conditioned triangle in triangulation work, and give the reason why it is to be preferred.

9. In a brick wall, say two feet thick, how many bricks are there in a cubic foot?

10. What are the important points to be observed in laying brick masonry?

11. What is "grout?" How is it made, and how used? State under what circumstances and when it may properly be used, and where it should not be used, and why?

12. Give a rough sketch, showing what you consider the best arrangement of paving blocks at the intersection of two streets, and state why it is best.

13. State the means by which the factor of safety of a retaining wall may be increased without change of section?

14. Write brief specifications for materials entering into the construction of a masonry retaining wall resting on grillage foundation.

15. Show by rough sketch, and state briefly how you would pass a 24-inch sewer through a railroad embankment without interference with traffic.

16. Write a professional report not exceeding two pages in length on some important work with which you have been connected or which you have carefully studied; the report to be formally addressed to your superior officer, and to give information up to date as to progress, character of materials and work done, and any other matters pertinent to such a report.

PROMOTION TO ASSISTANT ENGINEER, FIFTH GRADE.

MATHEMATICS.

(Give the work in full on the ruled sheet.)

No. —.

Date, July 8, 1897.

1. Find the $\frac{3}{5}$ power of 27.09 by logarithms.

2. Compute *without the tables*, the natural sine of an angle in a right-angled triangle, of which the hypotenuse is 171.3, and the side adjacent to the angle is 95.21.

3. The chord of an arc is 39 feet, and the versed sine is 12 feet. What is the length of the arc?
4. Find the two values of (x) in the equation $1/2 x^2 - 1/3 x + 7 \frac{3}{8} = 8$.
5. Extract the square root of $11/14$ to within .001. Do this by figures, and show your work.

MASON INSPECTOR OF BUILDINGS.

TECHNICAL.

No. —.

Date, October 22, 1897.

1. State upon what large building or buildings you have been engaged, and just how you were employed upon them.
2. (a) About what was the dimension of the largest block of stone you have ever set in a foundation wall, or a footing to a column? (b) State clearly and fully just what you did in setting it, to insure a full bed, and also to insure adhesion of the mortar to the stone.
3. In laying brick work, where it is important that it be very strong, state every point that is essential in doing the work.
4. When a brick wall is run up rapidly as they are now done, and floor beams inserted immediately and loaded with building material, does it ever have any effect upon the wall, and if so, what?
5. What is the result of laying stones with their natural beds vertical, and what is the cause?
6. What is the practical difference (that is, the difference in use) between the Portland and Rosendale cements?
7. State the different qualities of bricks in use in New York, and give all the methods you know of for testing the quality of bricks.
8. In all large works it is now customary to have special tests made of the cement; but it is always necessary that the inspector should know that the cement in use is in good order. What quick test can he make to determine this?

9. When piles or timber are used under a foundation, how are they kept from decaying?

10. What are "dowels," how are they used in masonry, and how are they secured?

11. When buildings settle unevenly so as to cause cracks in the walls, what are the usual causes of unequal settlement?

12. Must piles always be driven to rock or hard-pan, or may they have sufficient sustaining power without it? Give your reasons for your answer.

13. Which do you consider best for use in stone work, grout or mortar? Give all your reasons for your opinion.

14. How is an iron grillage constructed, and for what is it used?

15. State what defects you would look for in examining cast-iron columns.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —.

Date, October 22, 1897.

1. What was the cost of 509 car loads of stone, each weighing 2,960 pounds, at \$28 per ton?

2. $8 \times 615 \frac{1}{3} + 3 \times 246 \frac{1}{2} - 7 \times 425 \frac{1}{4} = ?$

3. What are the cubical contents and weight of a brick wall $240' \times 32' \times 16''$, allowing 120 pounds per cubic foot.

4. In an earthwork 300' long, 20' wide, and 10' deep, how many cubic yards?

INSPECTOR OF ELECTRICAL WIRES AND APPLIANCES.

TECHNICAL.

No. —.

Date, November 16, 1897.

1. (a) Describe a transformer and the principle of its operation.

(b) State the conditions rendering its use necessary. (c) Is it used on alternating or on direct currents, or both, and why?

2. At the place where a conductor enters a building, state all the precautions to be taken against fire or leakage of current.

3. (a) What is a "resistance box," or a resistance coil? (b) What is its use, and how should it be placed?

4. Describe the principal features and the construction of a switch-board, with the uses of each part, and the precautions required in placing the board.

5. (a) State what is the use of "cut-outs;" (b) How are they constructed, and where are they placed?

6. (a) How are lightning arresters constructed? (b) Where should they be used?

7. Is there anything about the switches on an electric system which requires the inspector's attention, and if so, what?

8. In incandescent lighting, describe the several methods of delivering current to the lamps, and the corresponding voltage in each case.

9. (a) Describe the best system of insulation for electric wires now in use, including conduits. (b) Give the rules governing their use and the drawing in of wires.

10. What causes of damage to insulation, or leakage of current can you name?

11. What tests are required of fixtures before they are connected with the supply conductors?

12. State the special requirements in the installation of electrical heating apparatus, stoves, etc.

13. What precautions are necessary in the dynamo-room against fire, loss of current, or damage to life?

14. How would you test an electric system in a building, to be sure that it is in all respects in complete working order?

15. Make a sketch of an isolated plant composed of a pair of dynamos running in parallel and connected to a switch-board, the switch-board to be connected to eight house circuits.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —.

Date, November 16, 1897.

1. Add:

784,695

8,432

79

56,478

987

267,437

2,984

2. Subtract:

690,432 from 890,210

Also, $78 \frac{9}{11}$ from $85 \frac{1}{4}$.

3. Multiply:

78.905 by 867.03

4. Divide:

303.679344 by 4,398.6

EXPERIENCE.

No. —.

Date, November 16, 1897.

1. State what experience you have had, if any, in electric lighting work. Also whether you have had charge of such work, and how long?

2. State whether you have learned any mechanical business, and if so, what?

3. State what education you have had which would fit you for an Inspector of Electric Wires and Appliances.

4. State what experience you have had, if any, in the installation of engines and dynamos, and the apparatus connected thereto; or in the running of the same.

5. State your age and general education.
6. Give any other facts bearing on your qualifications for the position.

INSPECTOR OF REGULATING, GRADING AND PAVING.

TECHNICAL.

No. ____.

Date, October 25, 1897.

1. (a) State or show by sketch how paving blocks should be laid at street intersections.
- (b) How are the paviors guided in placing blocks as to grade?
2. Describe the process of preparing the earth surface of a road-bed for paving, and state why this work is necessary.
3. Of what materials is concrete composed? In what proportions are they mixed? When should water be added to the mixture? How do you know when enough water has been added? What time may pass from the time concrete is mixed till it is placed? How do you know when concrete has been rammed enough? How long does it take concrete to set? How thick should concrete be for bed for paving? Why should concrete be carefully put in place rather than thrown in with shovels?
4. Suppose that in grading a new street a high fill has to be made; how should the filling be done to insure the least settlement subsequently?
5. In making such a fill, what is the reason for requiring certain portions of the bank to be free from large stones?
6. When rock excavation is to be made near water pipes, how should it be done?
7. What are the principal causes of accidents from blasting in the streets?
8. State every defect which you would think sufficient to warrant the rejection of a paving block; (a) as to form, etc.; (b) as to material.
9. What inspection is necessary on a pavior's work?
10. What inspection is necessary on a rammer's work?

11. (a) How would you test the tar used in filling the joints in a stone paving? (b) Describe the good and the bad. (c) What is the effect of pouring hot tar on wet gravel?

12. Before placing asphalt in any form upon a concrete foundation, or the finishing coat upon the cushion coat, what one point is essential?

13. At what temperature should asphalt be mixed? How long should it be rolled? How heavy should the roller be?

14. (a) State fully the proper material for and method of finishing the top surface of a macadam road. (b) How can it be told that it is finished?

15. How close to paviers may the rammers work? Why not closer.

16. Write a report of one page descriptive of two sections of block paving, one of which is supposed to be well done, and one poorly done.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —.

Date, October 25, 1897.

1. Add:

87,432

9,009

76,845

276

349,687

27,895

879,654

2. Subtract:

789,054 from 823,002

3. Multiply:

284,967 by 5,089

4. How many square yards of earth have to be removed to make a trench 27 feet long, $8\frac{1}{2}$ feet wide, and $5\frac{3}{4}$ feet deep?

INSPECTOR OF ELEVATORS.

TECHNICAL.

No. ———.

Date, November 9, 1897.

1. (a) What kinds of power are used for running elevators?
 - (b) Describe the ways in which each is applied.
 2. Name the different parts of an elevator, beginning at the cage or car and ending at the motive power.
 3. Why is more than one hoisting rope or cable used?
 4. How can you tell when a cable is in a safe running condition?
 5. Why is it necessary to maintain a pressure on the exhaust side of the piston of a high-pressure hydraulic elevator?
 6. Generally, what part or parts of elevators wear out quickest and require the most care?
 7. What parts of an hydraulic elevator require the most careful inspection?
 8. In what ways is the action of safety devices governed?
 9. How can you determine the speed of the elevator at which some safety devices will act?
 10. Without determining the speed of action or throwing in the safety clutch, how can you tell by inspection that the clutches are in proper working condition?
 11. State under what circumstances the safety devices may fail to act.
 12. How often should elevators and their appliances be examined by the person in charge?
 13. What parts of an elevator should be *inspected*, and how often?
 14. As an inspector, what would you do if you found the elevator defective to such extent that its use was dangerous?
- Appended were plans and this question:
15. Describe the accompanying drawings, telling what each figure shows, and name the parts of the machine, using the letters of

ARITHMETIC.

(Give all the work on the ruled sheet.)

No.—.

Date, November 9, 1897.

1. Add:

401

768

897

45

652

978

2. Subtract:

60,397 from 76,025.

3. Multiply:

97,068 by 7,804.

4. Divide:

5,140,076 by 8,468.

TOPOGRAPHICAL DRAUGHTSMAN.

TECHNICAL.

No.—.

Date, April 12, 1897.

1. Define fully and clearly what is meant by the term Topography.

2. Draw as well as you can, in ink, an example about 1-inch square of each of the following objects; (*a*) a pond or lake; (*b*) two hills with an intervening valley; (*c*) a stream with a branch entering it; (*d*) marshy ground; (*e*) an orchard; (*f*) woods; (*g*) a common road with stone fences and a railroad crossing it. Place the letter indicating each, over it.

3. Draw in ink a complete profile of a street 1,000 feet long showing the natural ground, the streets crossed, the grade line, with breaks, if any, all to be finished completely and thoroughly as

it would be in an actual case, giving every figure and all information that should be shown. (Do this lengthwise of the sheet.)

4. Notes have been handed you of a land survey, and you are directed to compute the quantity and make an accurate map of the same; give the form of table you would use, explain the meaning of the several quantities, and how they are used.

5. If the drawing mentioned in question 4 is to be made on a large scale, state how you would distribute the errors in angle and measurement among the several angles and sides so as to make your drawing close.

6. Suppose the property in question to be very valuable, how much error in line and angle would you consider to be consistent with careful field work?

7. Having the courses and distances of all the sides of a piece of ground but one, how can you supply the missing data?

8. In locating a survey upon a map, how should the north and south line be placed?

9. In making a plot of a piece of ground (all errors of survey having been balanced), what is the best method of doing it to reduce the errors of plotting to a minimum?

10. What is the best way of indicating the scale of a drawing upon it?

11. Show by sketch the location of the sine, cosine, tangent, cotangent, secant, and cosecant, of an angle of about 30° , giving references to each by letter.

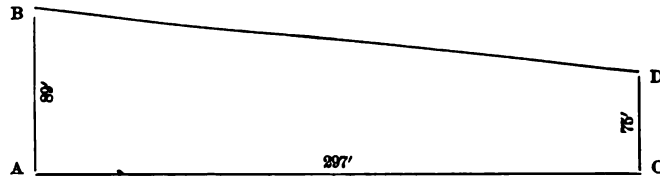
12. In a right-angled triangle of which the base is (b), the vertical (a) and the hypotenuse (c), give the values of the sine, cosine, tangent and cotangent.

13. In a very small triangle, which of these increase most nearly as the angle increases?

14. Describe the several parts of a logarithm, and how logarithms are used in making computations.

15. A field has the sides A B and C D parallel, and the angles at A and C right angles. It is desired to divide it into two equal

parts by a line parallel to A B. Give the distance on A C from A to the given line.



16. Draw as well as you can the following title; pay particular attention to arrangement, spacing and finish of letter: "Topographical map of a portion of the Town of Westchester, made by the Department of Public Works, scale, 1,000 feet per inch; 1897."

ARITHMETIC.

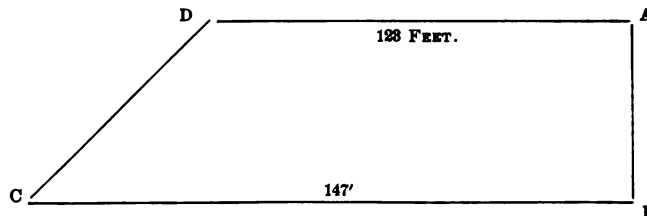
(Give all the work on the ruled sheet.)

No. —.

Date, April 12, 1897.

(To be done by figures only; no tables to be used.)

1. Compute the area of a hexagon, of which the radius of the circumscribed circle is 51 feet.
2. Compute the area of the following figure, the sides A D and B C being parallel, and A B being perpendicular to both.



3. Compute the cubical contents of the frustum of a cone, the radius of the base being 21 feet; of the top, $14\frac{1}{2}$ feet; and the height, $11\frac{1}{2}$ feet.
4. Multiply (decimals) .0070903 by .0300903.
5. Divide .70900329 by 29.07501 (carry to five places).

JANITOR — BOARD OF EDUCATION.

GENERAL PAPER.

No. —.

Date, March 15, 1897.

1. State, generally, what you consider to be the duties of the position you seek.
2. Suppose you discovered a fire in the second story of a four-story schoolhouse; state, fully, what you would do.
3. What means or rules would you adopt to prevent the entrance of improper persons into the schoolhouse of which you were in charge?
4. What measures would you take to see that the water-closets of a schoolhouse were at all times kept in fit condition and were used in a proper manner?
5. Suppose you found a defect or break in the plumbing of a building of which you were in charge. Write a report to the Superintendent of Buildings stating concisely, yet fully, the case, assuming such facts as you choose.

TECHNICAL.

No. —.

Date, March 15, 1897.

1. What kinds of boilers are in use in the public school buildings in New York?
2. Describe at least one such boiler, giving general characteristics, size, setting; name all the attachments and give steam pressure used.
3. How would you fire such a boiler if you wished to get the most heat for the money expended?
4. State what you would do when but little heat was wanted; and what you would do on a very cold day when much heat is needed.
5. What is the cause of grate bars burning and warping?
6. How do you clean the tubes in a boiler, and how often should it be done?

7. How often is it best that a boiler in New York city be blown down? Describe the process of blowing down and refilling, giving every precaution in full.

8. What is the effect of pumping cold water into an empty boiler when it is hot?

9. If the vapor-pans in a schoolhouse are neglected in any way, what is the effect? State in full.

10. During summer vacations do boilers need any care, and if so, what?

11. State fully what examinations should be made of such boilers, and how often they should be made?

12. State the defects which should be looked for in such boilers as the result of use, such as you would look especially for in an examination.

13. Does the safety valve of a boiler need any attention? If so, what?

14. What is "grooving" in a boiler?

15. Suppose a tube to leak at one of the heads of a boiler; how do you tighten it?

16. Suppose a tube to leak at some *other* point, what do you do?

17. Do you determine the water in your boiler by the water-gauge? Answer fully, with reason.

18. In starting up the fire at the beginning of a school term, state everything you should do, in detail.

19. Describe in a general way the several parts of a heating system in a schoolhouse and their arrangement.

20. What is the cause of the noise sometimes made by steam-heating pipes?

21. What is the action of a steam injector?

22. Suppose the water in a boiler to get very low, what is the proper procedure?

23. In starting an engine when it has been idle for some time, what should be done? What will happen if this be left undone?

24. What is a gland, and how is it packed?

25. What is the cause of lost motion in an engine, and how does it affect it?

26. Describe an engine governor, and the way in which it acts?
27. What is the "lap" and "lead" of a valve, and what does it accomplish?
28. How should an engine be left on stopping it?
29. What is the effect of the slipping of the eccentric of an engine, and how would you reset it?
30. What is the result of a pump or an injector becoming hot? And why does it cause this result?

ARITHMETIC.

(Give the work in full.)

No. —.

Date, March 15, 1897.

1. Add:

674,325
289
76,432
85
8,976
432
11,899

2. Subtract:

6,784,909 from 7,232,007.

3. Multiply:

67,895 by 4,093.

4. Divide:

2,434,547 by 4,783.

EXAMINER, FINANCE DEPARTMENT.

GENERAL.

No. —

Date, October 27, 1897.

1. Define, precisely: Taxation; Assessment; Requisition; War-rant; Lien; Voucher; Draft; Bill of Exchange; Credit; Premium.

2. What body determines the amount which shall be appropriated for the maintenance of the several administrative departments of the City?

3. Who compose that body, and by what right does each member hold his seat?

4. What is the procedure by which that body determines the amount to be appropriated in each case?

5. Distinguish accurately the composition and functions of that body and those of the Commissioners of the Sinking Fund.

6. Suppose the City of New York offers to issue $3\frac{1}{2}\%$ 20-year bonds for \$5,000,000. What is the method employed to determine the rate of interest the City will actually have to pay; in other words, how is the highest bidder selected?

7. In checking bills, it is necessary to know the market prices of goods and the current rates of wages. How would you go to work to ascertain these?

8. In auditing a set of books (journal, cash-book and ledger) describe, as concisely as possible, the successive steps you would take in order to ascertain that they were accurately and properly kept.

9. What works of public improvement are paid for, in whole or in part, by assessment?

10. What real estate, generally, in the City of New York is exempt from taxation?

11. What limitation is there as to the indebtedness which a city may incur?

12. Write a letter of 250 words or more, properly dated, addressed and signed — *by your number* and not your name — to the Comptroller, upon the following question:

“How far is the City justified in applying money raised by general taxation to the providing of public entertainment, such as music in the public parks, recreation piers, and the like?”

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —.

Date, October 27, 1897.

1. Add:

11,176,769
6,498,288
8,196,261
17,024,866
8,737,443
14,132,568
12,056,950
6,883,561
8,717,458
8,682,447
19,503,137
13,696,793
7,992,709
26,246,234
13,330,215
5,624,948
80,758,396
100,031,259
34,377,054
17,734,149
22,831,317
26,691,696
20,743,349
42,910,601
43,934,317
10,284,858
12,943,342
18,232,567
49,699,454
21,174,381
72,449,119
35,146,734

2. Divide 5.4306 by 18, and 0.50025 by 29, and add the quotients.

3. A., B. and C. owe each the same amount of money. A. pays $\frac{3}{7}$ of his debt, B. $\frac{4}{9}$, and C. $\frac{9}{19}$; which pays the most and which the least?

4. What is the difference between $4\frac{1}{2}\%$ of \$740 and $2\frac{1}{2}\%$ of \$1,680?

5. What principal will produce \$873.30 interest in 3 years 5 months, at 6%.

6. The trustees of an academy invested \$70,000 in Old Colony Railroad stock when it was selling 40% above par. If the stock pays 8%, how much of the annual dividend will be left after paying the expenses of the academy, amounting to \$3,300?

7. $\frac{3}{4}$ of 128 is 5% of what number?

8. What was the total levy of a tax whose net proceeds were \$300,000, $4\frac{1}{2}\%$ having proved uncollectible, and $3\frac{1}{2}\%$ commission being paid for collection?

9. A young lady received from her father's estate \$20,000, so invested as to pay 3%. She sold this investment at $94\frac{1}{2}$, and bought bank stock at 225, paying $8\frac{1}{2}\%$ interest. What was the change in her income?

10. A lumber dealer, by the wreck of a vessel, lost $\frac{2}{9}$ of a cargo of 84,780t. of white oak. What per cent. must be advanced on the cost price, that he may lose nothing?

EXPERIENCE.

No. —.

Date, October 27, 1897.

Give full information as to the following:

1. Age.
2. Education.
3. Employment for last five years.
4. How long employed by others.
5. Reasons, if any, for leaving employers in that period.
6. Employment on own account, if any.
7. Experience, if any, as accountant or bookkeeper.
8. Legal training and experience, if any.
9. Other experience tending to qualify you for the position.

NURSE.

Duties.

No. —.

Date, December 16, 1897.

1. What precautions would you take in regard to the expectoration of consumptives? Why is this necessary?
2. Describe the steps to be taken in preparing a patient for operation of laparotomy.
3. What are the ways in which cold water may be used to reduce the temperature of a typhoid patient? Give details of one method as fully as possible.
4. (a) In what classes of patients are bed-sores especially liable to develop? (b) How would you guard against them?
5. What excretions of the patient are especially apt to convey contagion in diphtheria? What in typhoid fever?
6. If ordered to apply hot-water bottles to an unconscious patient, what precautions would you take?
7. Name three antiseptic solutions commonly used in surgical dressings and state strengths in which each may be used.
8. What is a catheter? What its use? How would you care for soft rubber catheters after using?
9. How much carbolic acid would you add to a pint of water to make a solution of 1 to 100?
10. How would you give a hot-air bath (all the details)?
11. (a) What do you understand by the term "sterilization?" (b) How may instruments best be sterilized? (c) How the hands? (d) What are sterilized dressings?
12. What is the average dose of:
 - (1.) Compound Liquorice Powder.
 - (2.) Dover's Powder.
 - (3.) Nitroglycerine.
 - (4.) Tinct. Aconite.
 - (5.) Sweet Spirit of Nitre.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. —.

Date, December 16, 1897.

1. Add:

67,435

829

7,431

29

654

3,874

2. Subtract:

689,054 from 723,021.

3. Multiply:

67,849 by 6,083.

4. Divide:

1,137,972 by 2,796.

KEEPER.*Duties.*

Name ———.

Date, August 6, 1897.

1. What do you consider the most important qualifications for a keeper?

2. What means would you take to prevent prisoners secretly receiving forbidden articles from their friends?

3. Do you think it would be advisable to allow prisoners who are acquaintances to work in the same gangs, or would you separate them? Give your reasons.

4. How large a number of men at work do you think that you alone could safely supervise and control?

5. A prisoner throws down his tools and refuses to work. What would you do?

6. While in charge of a gang of prisoners at work you hear cries for help from another Keeper. What would you do?

7. What do you consider the best demeanor a Keeper should maintain towards prisoners to secure their obedience and respect?

EXPERIENCE.

Name _____.

Date, August 6, 1897.

1. Give your (a) age; (b) number of years at school; (c) character of your education.

2. What has been your general occupation since leaving school? Give in detail your employment during the past five years.

3. Have you ever had men under you? If so, state for how long, the number of men, and the nature of their work.

4. Have you ever held other positions of responsibility? If so, give the facts fully.

5. Can you row? If you can, state how long you have known how, and what has been your experience in handling row-boats.

6. What knowledge have you of the use of fire-arms? Tell when and how you acquired your knowledge, and under what circumstances you have used it.

STOREKEEPER.

FIRE DEPARTMENT.

(General Paper.)

No. _____

Date, July 13, 1897.

The duties of a Storekeeper, as defined by the Fire Department, are as follows:

The Storekeeper to receive from the Purchasing Agent, and any and all officials who may at any time purchase any property or material for this Department, all such property and material, and

to receipt to such purchasing official or officials for the same; to issue, upon proper requisitions, such material and stores to the various officials of this Department who are authorized to receive them, and to take the voucher of such officials for his various issues.

Answer the following questions in view of the above:

1. What do you consider the proper books to be kept and the proper form in which they are to be kept, by the Storekeeper in receipting for and issuing goods?

2. What do you consider to be the essential points of a requisition that it may be honored by the Storekeeper?

3. What evidence should you say would be necessary to enable you to determine whether an official was authorized to receive supplies?

4. From the duties, as above described, should you say that the Storekeeper had any discretion as to the amounts or quantities to be issued upon proper requisition?

5. Suppose a requisition were made, otherwise correct, calling for goods not in stock, or for more goods than were in stock; state, precisely, what you would do, and if your action required official communications by letter, give copies or specimens of such letters as you would write.

6. Write a letter of 150 words or more, to the President of the Fire Board, giving your views as to the desirable qualifications of a Storekeeper, and the best way in which to determine those qualifications by written examination.

N. B.— This letter must be signed by the *number* and *not* the name of the candidate.

In rating this question consideration will be given, not to the views expressed, but to the expression of those views, *grammar*, *composition*, etc.

ARITHMETIC.

(Give all the work on the ruled sheet.)

No. — .

Date, July 13, 1897.

1. Add:

44,856,715
34,042,420
66,980,977
31,177,050
26,590,374
9,204,455
4,587,614
3,639,025
2,565,132
32,587,880
11,600,888
41,081,957
8,477,892
42,932,191
9,701,187
18,376,234
59,952,285
17,274,491
86,362,654
50,195,327
108,680,844
76,978,061
66,131,183

2. Mrs. Snow, having \$50, wished to purchase a dress. She bought 24 yards of silk, at $\$1\frac{1}{2}$ per yard; $1\frac{1}{2}$ yards of silesia, at 18 cents per yard; $5\frac{1}{2}$ yards of cambric, at 8 cents per yard; 2 spools of silk, at $12\frac{1}{2}$ cents each; 1 spool of twist for 5 cents; $1\frac{1}{2}$ dozen but-

tons, at 42 cents per dozen; and $\frac{1}{3}$ of a yard of velvet, at \$2 per yard; she paid \$15 for making the dress. How much money had she left?

3. How many pieces, each 0.17 in. long, can be cut from a wire 21.09 in. long; and how long will be the piece left over?

4. By selling goods for \$45.60, a man lost 5%. What would he have gained, and how much per cent., if he had sold for \$57?

5. I use 4 lamps, each burning $\frac{1}{5}$ of a pint of oil per hour, and keep them burning for 4 hours each evening. On the evening of October 13, I began to supply them with oil from a 40-gallon cask full of oil. On what date will the cask be empty?

6. A man owns two houses worth \$5,930, and \$13,275, respectively. If the first rise in value 10%, and the second fall 3%, find the change per cent. in the value of his whole property.

7. A room is $23\frac{1}{2}$ feet long and $17\frac{1}{2}$ feet wide. Find the cost of carpeting the room with carpet at 75 cents per square yard, and whitening the ceiling at 6 cents per square yard.

8. Are there any errors in this account? If so, correct them.

NEW YORK, July 13, 1897.

ADAMS & Co., DR.,

To Chelsea Paper Co.

500 rms. super paper, 100 lbs. to a rm. at 5c. a lb. . . .	\$2,500 00
420 rms. super paper, 90 lbs. to a rm. at $4\frac{3}{4}$ c. a lb.	1,775 50
140 rms. coated paper, 125 lbs. to a rm. at $7\frac{3}{4}$ c. a lb. . .	1,256 00
110 rms. cover paper, 130 lbs. to a rm. at $5\frac{1}{2}$ c. a lb. . .	796 15
120 rms. & 10 qrs. tissue paper, 60 lbs. to a rm., at 4c. a lb	289 40
	\$6,616 05

STATISTICAL TABLES APPENDED TO REPORT.

Financial Statement, 1897.

Amount of appropriation	\$30,000 00
Transferred from Health Department	500 00
	\$30,500 00
Salaries of employes, clerks and examiners	\$27,989 34
Expert services	652 85
Incidental expenses, postage, etc....	1,479 69
Messenger service	70 87
Telephone service	285 40
Total expenditure	30,478 15
Unexpended balance	\$21 85

EXAMINATIONS.

Number of applications filed	7,098
Number of persons notified for examination	6,357
Number of persons failed to appear for examination...	1,658
Number of persons examined competitively	4,699
Number of persons passed	1,622
Number of persons failed	3,077

Ninety-five examinations were held, which represent different kinds of employment. Of the examinations held, 45 were of a technical or professional nature, and experts upon each subject were employed in every instance.

Number of persons examined physically, as well as mentally, for positions as Park Policeman, Fireman and Keepers 976

APPOINTMENTS.

Number of persons appointed from competitive list.	802

Relative standing upon eligible list of all persons appointed during 1897 was as follows:

First on eligible list	672
Second on eligible list	89
Third on eligible list	38

Average age of persons appointed, 34.

Number of veterans appointed	29
--	----

The comparison as to education of persons appointed is as follows:

Common school	505
College education	307

Of those who received college education, 247 of the appointments were to positions of a professional or technical nature.

Total number of appointments made during the year (Schedules B to F)	1,420
---	-------

The above appointments may be divided as follows:

Competitive examination	802
Promotion	131
Transfers	33
Reinstatement	183
Temporary appointments during year 1897	271

Temporary appointments largely due to the delays caused by the passage of chapter 428 of the Laws of 1897, at which time there were no eligible lists from which to make certification. The vacancies were subsequently filled from eligible lists.

Comparison as to persons dismissed, who were appointed from the eligible list and those appointed through the choice of the appointing power:

Insubordination, appointment from eligible list after examination	16
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DEPARTMENT.	Number of names.
Finance Department	138
Law Department	156
Taxes and Assessments	89
Board of Education	241
Armory Board	2
Board of Estimate and Apportionment	1
Board of Aldermen	17
Board of Electrical Control	24
Civil Service Board	29
City Record	14
Commissioner of Jurors	30
Commissioners of Accounts	43
Mayor's Office	18
Public Administrator	8
Miscellaneous	36
Department of Public Works	1,748
Fire Department	1,387
Department of Correction	306
Department of Charities	608
Building Department	266
Dock Department	693
Health Department	543
Park Department	1,339
Street Improvements, Twenty-third and Twenty-fourth Ward	1,642
	9,824

	1896.	1897.
April	688	999
May	414	810
June	575	244
July	265	312
August	205	724
September	65	204
October	298	552
November	529	487
December	321	179
	<u>5,285</u>	<u>6,384</u>

Examinations for 1897 may be divided as follows:

Mental, competitive	4,795
Mental, noncompetitive	10
Physical, competitive	976
Physical, promotion	329
Promotion, mental	244
Transfer, mental	5
Practical, drivers	25
	<u>6,384</u>

NEW YORK CITY CIVIL LIST.

Table showing the number of names appearing upon the pay-rolls of the several departments which are verified as to compliance with the Civil Service Laws:

DEPARTMENT.	Number of names.
Magistrate's Court	50
Special Sessions	19
District Courts	103
Street Cleaning Department	139
Aqueduct Commission	135

TABLE OF EXAMINATIONS — (Continued).

EXAMINATIONS.	Notified.	Absent.	Examined.	Passed.	Failed.	Appointed.
Inspector Regulating, Grading, and Paving	244	82	192	23	169	28
Inspector of Water Meters	82	10	22	9	16	6
Inspector of Elevators	19	5	14	4	10	
Janitor and Watchman	299	144	155	46	109	2
Janitor, Engineer	88	5	88	20	18	10
Keeper (male)	275	126	149	15	184	15
Lifesaver	2		2	2		2
Lumber Inspector	6		6	1	5	1
Mate	6	2	4	3	1	1
Medical Bath Attendant	7		7	8	1	2
Medical School Inspector	232	16	216	82	184	82
Messenger	157	33	124	102	22	19
Messenger, Building Department ..	94	8	86	65	21	26
Medical Inspector	145	21	124	46	78	46
Nurse	50	16	34	10	24	5
Nurse, Head	6	1	5	2	8	
Night Officer	10		10	9	1	5
Orderlies, Correction	103	27	76	44	32	25
Orderlies, Charities	188	62	71	60	11	20
Office boy	76	10	66	52	14	7
Park Police	726	283	443	25	418	25
Pharmacist, Homoeopathic	4		4	1	8	1
Superintendent of Maintenance	10	2	8	8		
Assistant Superintendent of Maintenance	6		6	1	5	
Steward	7	8	4	8	1	
Stenographer and Typewriter (female) ..	79	24	55	36	19	15
Stenographer and Typewriter (male) ..	29	10	19	14	5	12
Stenographer and Typewriter (proof reading)	48	21	27	18	14	
Stenographer and Typewriter (male and female)	41	16	25	25		7
Surveyor, City	6	1	5	2	3	
Storekeeper, Fire Department	18	8	15	4	11	8
Superintendent Harlem River Drive-way	6	1	5	4	1	1
Superintendent of Morgue	18	6	7	8	4	1
Telephone Operator	18	1	12	8	9	1
Telegraph Operator	27	4	28	18	10	2
Timekeepers, 23d and 24th wards	84	8	81	9	72	9
Timekeepers (special)	7		7	1	6	1
Visitor, out-door poor ..	17	3	14	7	7	2
Weighmaster	52	12	40	10	30	1
Warden	18		18	8	5	1
Total competitive	6,692	1,856	4,836	1,630	3,206	802

LABOR BUREAU.

Number of applications on file (1895-1897) 15,050
 Number of applications filed during the year 3,802

TABLE OF EXAMINATIONS.

EXAMINATIONS.	Notified.	Absent.	Examined.	Passed.	Failed.
Assistant Engineer.....	100	21	79	29	50
Attendance Officer.....	46	8	48	18	25
Axeman.....	260	109	151	87	114
Auditor.....	21		21	2	19
Attendant, Recreation Pier.....	185	16	119	88	81
Assistant Apothecary.....	28	4	24	8	16
Apothecary.....	2		2		2
Attendant, Laboratory.....	17	1	16	18	3
Assistant Disinfector.....	28	1	22	18	9
Assistant Clerk, Magistrate's Court..	52	2	50	12	88
Bridge Engineer.....	46	16	30	10	20
Building Superintendent.....	11		11	4	7
Building Inspector of Masonry.....	152	17	135	29	106
Building Inspector of Carpentry.....	100	10	90	12	78
Building Inspector of Iron and Steel.	20	4	16	6	10
Bookbinder.....	6	1	5	5	
Clerk, General.....	275	168	107	19	88
Clerk, copying from manuscript.....	65	1	64	8	61
Clerk, Building Department.....	72	5	67	8	64
Clerk, Property.....	32	4	28	10	18
Clerk, Junior (male).....	186	42	94	34	60
Clerk, Junior (female).....	155	14	141	69	72
Clerk, District Courts.....	45	7	38	12	26
Copyist, Law Department.....	11		11	8	8
Chainman and Rodman.....	129	23	106	33	78
Driver.....	183	45	88	11	77
Driver and Trainer.....	24	2	22	7	15
Draughtsman, Asst. Archt.....	9		9	7	2
Draughtsman, Junior Asst. Archt....	6		6	2	4
Draughtsman, Mechanical.....	9	1	8	4	4
Draughtsman, Archt.....	52	2	50	11	39
Draughtsman, Topo.....	50	8	47	28	19
Examiner, Civil Service.....	18		18	5	8
Engineman.....	40	4	26	24	12
Examiner, Law Department.....	5	1	4	1	3
Engineer, Inspector, etc.....	98	16	77	27	50
Engineer, Naphtha Launch.....	2		2	1	1
Engineer, Dynamo.....	19	8	16	10	6
Engineer, Pile Driver.....	49	16	33	12	21
Engineer, Marine.....	14	2	12	7	5
Examiner, Finance.....	41	4	37	14	28
Fireman (uniformed).....	618	270	348	54	294
Fireman, (uniformed) volunteer (an- nexed district).....	46	8	38	15	23
General Inspector, Maintenance.....	44	12	32	8	29
Gardener.....	63	16	47	15	33
Gardener's Apprentice.....	19	8	16	4	12
Housekeeper.....	12	2	10	5	5
Hydrographer.....	8		8	5	3
Hospital Orderly (workhouse).....	6		6	4	2
Interpreter.....	28	1	33	28	4
Instrument Maker.....	9	1	8	4	4
Inspector Electrical Wires, etc.....	89	6	83	21	12
Inspector of Orderlies.....	9		9	7	2
Inspector of Plumbing.....	72	8	70	17	58
Inspector of Pipe Laying.....	40		40	17	28

Cutter	1
Dockhand	4
Dockbuilder	98
Flagger	14
Foreman	3
Groundman	3
Housesmith	4
Laborers	366
Lineman	2
Machinist	6
Machinist's Apprentice	22
Machinist's Helper	1
Mason	7
Oiler	1
Painter (letterer)	1
Painter (striper)	2
Pipecaulker	2
Pipefitter	1
Plumber	4
Rigger	1
Seamstress	3
Shipcaulker	3
Sounder	211
Stableman	4
Steward on tug	3
Stoker	24
Stonecutter	7
Tailor	3
Tapper	2
Toolman	1
Wheelwright	1

Number failing to appear for examination	142
Number of applicants rejected	152
Number of applications withdrawn	7
Number of applicants registered	3,508
Number of appointments (permanent)	849
Number of appointments (temporary)	77
Number of appointments by promotion	118
Number of appointments exempt (\$150 per annum or less)	47
Number of transfers	89
Number of reinstatements	69
Number of resignations	69
Number of dismissals:	
From registration list	37
From Department list, mostly charities	40
	77
Number from deaths	7
Number from veterans appointed	183
Total number of eligibles	9,459
Number of applicants re-examined	469
Number of applicants examined in trade	88

Appointments for the Year Ending December 31, 1897.

Batteryman's Assistant	1
Blacksmith	3
Blacksmith's Helper	2
Bricklayer	1
Bridgetender	1
Cabinetmaker	1
Carpenter (home)	16
Cementworker	1
Cleaner (male)	7
Cleaner (female)	9
Cook	2

Cutter	1
Dockhand	4
Dockbuilder	98
Flagger	14
Foreman	3
Groundman	3
Housesmith	4
Laborers	366
Lineman	2
Machinist	6
Machinist's Apprentice	22
Machinist's Helper	1
Mason	7
Oiler	1
Painter (letterer)	1
Painter (striper)	2
Pipecaulker	2
Pipefitter	1
Plumber	4
Rigger	1
Seamstress	3
Shipcaulker	3
Sounder	211
Stableman	4
Steward on tug	3
Stoker	24
Stonecutter	7
Tailor	3
Tapper	2
Toolman	1
Wheelwright	1

849

Examination Held in Trade School.

	Number examined.	Num- ber
Plumbers	29	
Plasterers	6	
Pipecaulkers	12	
Steamfitters	6	
Pipefitters	8	
Tinsmith and Roofer	10	
Tappers	2	
Tappers' Assistants	1	

New York Civil Service Regulations.

REGULATION 1.

Appointments and promotions in the Civil Service of the City of New York shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive.

REGULATION 2.

The violation of any of the provisions of the Civil Service Act, or of these regulations, by any person in the Civil Service of the City shall be considered a good cause for the dismissal of such person from the service.

REGULATION 3.

The Commission shall have authority to prescribe such rules, in pursuance of and for the execution of the provisions of these regulations and of the Civil Service Act, as may not be inconsistent therewith, and may prescribe blank forms for all applications, certificates, reports, records and returns required under these regulations and the rules made in pursuance thereof.

REGULATION 4.

Schedule A shall include all positions not subject to competitive examination and not included in Schedule G. All positions classified in Schedule A as exempt from examination, or as subject to noncompetitive examination, shall permit but one appointment for each of said positions unless otherwise specially stated.

Schedule B shall include clerks, copyists, recorders, bookkeepers and others rendering clerical services, except typewriters and stenographers; also all public employes, however designated, whether

as "skilled laborers" or otherwise, who may be called upon to or shall, in fact, do any clerical work.

Office boys (or girls) shall be employees actually employed as such in the offices of the departments of public service and who are at a rate not exceeding \$25 per month.

Office boys (or girls), who have served as such for two years, and at the request of the head of the department in which they have served, be examined for the position of junior clerk, which position shall be classified in Schedule B.

Junior clerks shall consist of employees who receive a compensation not exceeding \$600 per annum. Junior clerks shall not be eligible to the position of clerk except after the competitive examination prescribed for original appointment to said position.

Schedule C shall include Policemen in the Department of Police and the uniformed force in the Fire Department.

Schedule D shall include all persons for whose duty special expert knowledge is required and not included in Schedule E.

Schedule E shall include Physicians, Nurses, Surgeons in the Department of Public Parks and Medical Officers in the Fire Department.

Schedule F shall include Stenographers, Typewriters and all persons not included in the foregoing schedules, except laborers or workmen.

Schedule G shall include all persons employed as laborers or workmen.

Each schedule shall also include the persons specified under the head in the classification hereto annexed, marked Appendix

REGULATION 5.

For the purpose of ascertaining the qualifications of persons applying or named for positions in the Departments and offices of Municipal Government, there shall be a Board of Examiners to examine all positions in Schedules B, C, D, E and F, and all examining positions in Schedule A.

This Board shall be composed of the Chief Examiner and as many citizens designated by the Mayor as the Civil Service Commissioners may deem necessary. None of such Examiners, however, shall be a public officer or employed in any Department of the Municipal Government.

There shall be a Chief Examiner, who shall devote his whole time to the business of his office, who shall preside at meetings of the Board of Examiners, hear appeals from the decision of any of the Examiners, and have the general supervision of the work of the Examiners. It shall be his duty to attend the meetings of the Commission, except when the Commission is in executive session. The rate of compensation of the officers mentioned in this regulation shall be fixed by the Mayor, who will employ assistants, procure suitable offices, and incur such other expenses as may be required for the efficient performance of the duties imposed upon him by the eighth section of chapter 354 of the Laws of the State of New York for the year 1883, as amended by chapter 410 of the Laws of the said State for the year 1884.

It shall be the duty of such Board of Examiners, by such of its members as the Chief Examiner shall designate, to conduct all examinations called for under these regulations, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the City with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The Mayor will employ a suitable person who shall act as Secretary of the Supervisory Board, keep minutes of all proceedings and all necessary records of the examination, standing and certification of applicants, and a complete record of all persons employed in the several departments to which these regulations apply, and of all appointments, promotions, dismissals, resignations and other changes of any kind therein. The Secretary shall have the general executive charge of the Civil Service Office, shall assign

the clerks and employes to their respective positions and superintend them in the discharge of their respective duties, and shall be Secretary of the Examining Board. The Secretary shall, after conference with the Chief Examiner, order and fix the dates of examinations, shall see that they are properly and efficiently advertised, and shall indicate to the Chief Examiner which examination shall be first rated and otherwise expedited, to the end that eligible lists which are most needed shall be first prepared.

In addition to the Board of Examiners, hereinbefore prescribed, there shall be a Commission, to be composed of five citizens designated by the Mayor, whose duties shall be:

First. To aid the Mayor, at his request, in preparing suitable regulations for the carrying into effect the provisions of said act.

Second. To conduct such inquiries as it may deem expedient respecting the examinations in these regulations provided for; to control such examinations and the general administration of the system created by these regulations, and to decide, from time to time, subject to revision by the Mayor, all questions arising under these regulations or the constructions thereof, and to make an annual report to the Mayor, showing its own action, the regulations and the exceptions thereto in force, the administration thereof, with such suggestions as it may deem necessary for the more effectual accomplishment of the purposes of the said section and of said regulations.

The vouchers for the pay-rolls, and all other expenses incurred in carrying these regulations into effect, shall be certified to the Comptroller by the Secretary, or in the absence or disability or resignation of the said Secretary shall be certified to the Comptroller by the Mayor's Secretary.

REGULATION 6.

Appointments to positions in Schedule A may be made without competitive examination; but the appointing officer shall file with the Secretary, within five days after making any such appoint-

ment, a formal notification thereof, setting forth the full name of the appointee, the date and place of his birth, length of his residence in the City of New York, nature of previous employment, whether he has ever been in official service before, and if so, when and where, the date of beginning of such service and term for which appointed, salary, name of person in whose place appointed, and such other statistical information as the Commission may deem proper for registration.

REGULATION 7.

Vacancies in positions classified in Schedules B, C, D, E and F, not filled by promotion, shall be filled by selection from those who have passed highest in open competitive examinations, and for no such position shall any noncompetitive examination be allowed. This regulation is without prejudice to the provisions of Regulation 62.

Applications.

REGULATION 8.

Applications of competitors for positions included in Schedules B, C, D, E and F must be in the handwriting of the applicant and addressed to the "Secretary of the Civil Service Commission, New York City," and for all positions except Firemen and Park Policemen, must be accompanied with the following papers:

First. The affidavit of the applicant, showing that he is not less than eighteen years of age and a citizen of the United States, giving his place of residence, with the street and number thereof, if any; the place, nature and extent of his education, and of his business training and experience, and stating whether he has ever been in the civil service of the City of New York, or in the military or naval service of the United States, and if so, when and where.

Second. A statement whether such application is limited to any particular office or offices in the service.

Third. The certificate of four reputable persons of the City of New York, that they have been personally acquainted with the applicant for at least one year, and believe him to be of good moral character, of temperate and industrious habits, and in all respects fit for the service he wishes to enter, and that each of them is willing that such certificate should be published for public information, and will, upon request, give such further information concerning the applicant as he may possess.

In case the applicant resides out of New York City only two of his vouchers need be residents of New York City.

The requirements as to citizenship and certificates of character, in case of persons applying for positions under Schedules E and F, and the requirements as to citizenship in cases of persons applying for positions under Schedule D may be modified or dispensed with in the discretion of the Commission. All applications for examination shall be filed in the office of the Secretary, and all application and other blanks shall be kept at his office, and shall be procurable there only.

Registers of all applicants shall be kept by the Secretary of the Commission. When the applicants on a register are in excess of such number as can be conveniently examined on the same day, the applicants shall be notified to appear in their order on the register. Whenever the demands of the service may require, the Secretary shall notify the applicants of record, or such number thereof as can conveniently be examined, to appear for examination, giving place, date and hour for such examination.

REGULATION 9.

Applicants for the following positions must, before being admitted to examination, present satisfactory evidence as to the following facts:

First. If the position to be filled be that of Physician, Surgeon, Medical Officer, Inspector of Vaccination, or Sanitary Inspector, that the applicant is duly authorized by the Laws of the State of New York to practice medicine and surgery.

Second. If the position to be filled be that of Chemist, or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situations before they can be admitted to examination.

REGULATION 10.

Defective applications shall be suspended and applicants notified to amend the same, but no such notice shall be given, or opportunity granted, a second time. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the regulations, or is manifestly unfit for the service, the application shall be rejected.

REGULATION 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person.

Conduct of Examinations.

REGULATION 12.

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each applicant shall sign his ex-

amination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All paper upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

REGULATION 13.

No applicant shall be admitted to examination who is not physically sound, or placed upon the eligible list whose character shall not be entirely satisfactory to the Examining Board.

REGULATION 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influence of the appointing officer or of any person other than the Commissioners, Examiners or experts directly employed by the Board of Examiners or by the Commission.

The Commission shall have power to authorize or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office. The selection of such expert shall be made by the Board of Examiners, with the consent and approval of the Commission.

Each Examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examinations.

All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these regulations otherwise provide, the Board of Examiners may, in the examinations, give such relative importance to the different subjects or matters of examination as to them may seem fit.

REGULATION 15.

All examinations shall be in writing, except such as refer to expertness or physical qualities, and except as herein otherwise provided.

Whenever an oral examination shall be prescribed as part of any scheme of examinations, a stenographic record of such oral questions and answers shall be made and the transcript thereof shall be preserved with the examination papers of the candidate.

REGULATION 16.

The sheets of questions shall be numbered and shall be given out in the order of their numbers, each, after the first, being given only when the competitor has returned to the Examiners the last sheet given to him. In general, no examination shall extend beyond five hours without intermission; and no questions given out at any session, to any candidate, shall be allowed to be answered at another session. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

REGULATION 17.

The time allowed for completing the examination shall be announced before the first paper is given out. For the obligatory subjects the examination shall be confined to a single day.

At or before the commencement of every examination, the weight to be given to every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Commission, upon its request, the general qualifications or attainments, physical or mental, or both, and the experience he deems necessary or proper in the position for which an eligible list is to be formed, and also within what limits of age the persons on such list should be.

REGULATION 18.

No question in any examination or proceeding by or under these regulations shall call for the expression or disclosure of any political or religious opinion or affiliation, and if such opinion or affiliation be known no discrimination shall be made by reason thereof by the Examiners or the appointing power. The Examiners shall discountenance all disclosure of such opinion by or concerning any applicant for examination, or by or concerning any one whose name is on any eligible list awaiting appointment.

Marking.

REGULATION 19.

The examination papers shall be reviewed by each Examiner separately, except where otherwise directed by the Commission, and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper, subject to the regulation as to revision (Reg. 5, 27).

REGULATION 20.

In all examinations each subject shall be marked upon a scale of 100, which number represents the maximum possible attainment.

REGULATION 21.

Every paper in any examination not formally certified by the Examiners shall be signed with his initials in ink by each Examiner who has reviewed and marked it.

REGULATION 22.

Handwriting shall be judged, first, by its legibility (as to the ease with which it can be read); second, from its appearance as to correctness of form and finish and regularity of letters; and, third, by general evidence of care in execution. The markings shall be based on these three general characteristics, but the standard of perfection in each examination shall be fixed by the position to

be filled. It shall be highest for clerks, and lower for other positions. In case no applicant seems to be entitled to a grade of 100 in the scale adopted, he shall not be so graded; the marking shall be only according to merit. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots, or other evidences of carelessness, shall, proportionately to their number, reduce the marking below 100. Words may be specially dictated for spelling, and the work shall be marked with reference to the ratio the misspelt words bear to the whole number.

REGULATION 23.

No applicant for the position of Clerk, first grade, who receives in the ascertained average less than 90 per cent., or for the position of Inspector, Fireman or Park Policeman less than 80 per cent., or for any position less than 70 per cent., shall be placed upon the eligible list.

No applicant for positions classified in Schedule B, or for professional positions, receiving less than 80 per cent. on the special subjects, shall be placed upon the eligible list.

No applicant for the position of Fireman or Park Policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualification less than 75 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed upon the eligible list.

In all examinations for appointment or for promotion to positions for which there is no eligible list, if there be not more than three competitors, no person shall be eligible for appointment or promotion who shall not have received, as the result of such examination, an average rating of 85 per cent.

In case of all graded positions candidates who seek promotion shall be required to obtain 85 per cent. up to and including second grade and 90 per cent. in all higher grades, and in the case of the uniformed force of the Fire and Park Departments, 70 per cent., irrespective of the number of candidates.

REGULATION 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

REGULATION 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the Secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character:

NEW YORK CIVIL SERVICE COMMISSION,

New York..... 189

To.....

Sir — Appended to the application of
for a position in the Municipal Service as a
is your general certificate of his (or her) good character and habits.

In addition to this it is necessary, before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received directly from his (or her) certifiers.

I, therefore, respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the paper to me at your earliest convenience.

Very respectfully yours,

....., Secretary.

CERTIFIER'S STATEMENT.

(This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.)

1. How long have you known the applicant?
2. Has he (or she) ever been employed by you, and, if so, when and how long?
 - (a) If he (or she) has ceased to work for you, why did he (or she) leave?
 - (b) What was the nature of the work done by him (or her)?
 - (c) Was his (or her) work satisfactory?
 - (d) If not, in what respect was it deficient?
3. What is his (or her) present occupation? State upon whose information you answer.
4. In what other occupations has he (or she) been employed? State upon whose information you answer.
5. What is his (or her) character as to —
 - (a) Honesty?
 - (b) Trustworthiness?
 - (c) Habits as to the use of intoxicants?
6. Other things being satisfactory would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?
7. Are you willing to allow your answers to the foregoing to be published?

Name
 Occupation
 Address

No person from whom recommendations are required shall be appointed to any position for which an examination is necessary unless satisfactory answers are returned to these questions by at

least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

REGULATION 26.

The Secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained and the proficiency in the several subjects shown by the markings.

Appeals — Revision.

REGULATION 27.

Complaints of injustice or unfairness on the part of any Examiner or Examining Board, or of any one acting under the Commission, shall be considered by such Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

Eligible List.

REGULATION 28.

An eligible list shall be prepared by the Secretary, from time to time, as the needs of the service require, for each of the different grades of every class in Schedules B, C, D, E and F. Upon each eligible list shall be placed only such persons as have been found by the Examining Board to be duly qualified for the positions for which such eligible list is prepared. The candidates shall be placed upon the eligible list, stating the order of merit, as shown by the respective percentages of their aggregate markings upon their examinations, and when the candidate has been honorably discharged from the military or naval service of the United States in the late war, that fact shall be indicated upon said list. Where an examination for any grade takes place before the eligible list for that grade is exhausted, a new eligible list shall be prepared after such examination, to take the place of the former

eligible list. The persons upon the former eligible list who have not been examined for the new eligible list shall, unless a period of one year from the date of their original examination has elapsed, be placed respectively upon the new eligible list in the position to which the percentages of their aggregate markings upon their former examinations would entitle them if such markings had instead been given them upon the new examinations.

When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application or of examination will give any other advantage in position on the registers of eligibles.

REGULATION 29.

The aggregate results of each examination shall be entered in form as follows, upon a

Register of Eligible Candidates.

Relative general standing.	NAMES OF COMPETITORS.	General, or obligatory subjects.	Absolute standings on optional subjects.			
1...	Charles O'Malley	89	80	70	...	79
2...	Peter Davis	87	...	84	78	...
3...	Carl Schmidt	86	...	...	...	87
4...	David Thomson	83	87	88	71	76
5...	James Brown	83	89	...	...	85
6...	Terence Murphy	82	82	90	87	74
7...	Edward Green	81	94	...	85	81
8...	Richard Roe	80	...	...	...	...
9...	Max Adler	80	78	...	...	88
10...	Adam Roberts	70	...	85	...	...

Certification and Appointment.

REGULATION 30.

Whenever a vacancy shall occur within any grade of any clause in Schedules B, C, D, E and F which, in the opinion of the appointing officer, the business of the City requires to be filled, he shall forthwith notify the Secretary of the vacancy and state whether the same is to be filled by appointment or by promotion. If the

position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship, or whether any of the special qualifications denoted by the optional subjects are required, and, if so, which.

The Secretary shall thereupon, as soon as practicable, certify to the appointing officer for appointment, or for promotion, from the eligible list appropriate to such position as it may then exist the three persons having the highest standing on such eligible list indicating such of them, if any, as have been honorably discharged from the military or naval service of the United States in the last war. The certificate of the Secretary shall, in all cases, state the percentage of the maximum obtained by each of the persons certified. If the appointing officer shall notify the Secretary of more than one vacancy at any time, the Secretary shall certify to the appointing officer for appointment or for promotion, as the case may be, the names of as many persons as there are vacancies to be filled, with the addition of two names. No requisition for names to fill more than ten vacancies shall be made at any one time.

The appointing officer shall thereupon fill said vacancy or vacancies by the appointment of one or more of the persons so certified. Until such appointment has been made to all positions for which names have been certified, or until said certification has been cancelled, no new certification shall be made to fill said vacant positions or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing power of the names certified by the Secretary, and the Secretary shall be at once notified by the appointing power of the appointments or promotions so made. No certification shall be in force for a longer period than fifteen days, and at the end of said fifteen days, such certification shall be cancelled by the Secretary, and the department making the requisition shall be notified accordingly.

Whenever the appointing officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint or promote to office a number smaller than that of the vacancies named

by him, he shall not make the selection therefrom from the whole number certified to him, but only from that number of names standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

When a requisition is made for certification to a position which has not been classified, or one for which no eligible list exists, the Chief Examiner shall report to the Commission whether, in his opinion, the qualifications demanded have been determined by examination held for eligible lists which are on hand. The Commission may thereupon order that certification for said positions shall be made from one of the eligible lists so indicated.

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the Secretary shall certify the names of the three persons whose standing on the denoted optional subject is the highest. The Examining Board may, at any time, hold a competitive examination to fill a vacancy of this kind, if, in their judgment, the eligible list does not contain three persons well qualified to fill the vacant position.

If the appointing officer shall object to an eligible named in the certificate, stating that, because of some physical defect, mental unsoundness, moral disqualification, or other reason particularly specified, said eligible would be incompetent or unfit for the performance of the duties of the vacant position, and if said officer shall sustain such objection with evidence satisfactory to the Commission, the Commission may certify the eligible on the register whose name stands next below those already certified, in place of the one to whom objection is made and sustained.

All positions filled by selections based on optional or special subjects shall be specially noticed in the published list of appointments and in the official registry of qualifications and schemes for examination as being special positions in respect to such qualifications.

This regulation shall not apply to any of the positions for which provision is otherwise made in Regulation 62.

If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Commission.

REGULATION 31.

Notice shall, within five days from the date of appointment, be given in writing by the appointing power to the Secretary, of the person or persons selected for employment or appointment from among those who have been examined, of the place of residence of such persons, of the rejection of any such persons after probation, of transfers, resignations and removals, and of the date thereof, and a record of the same shall be kept by said Secretary. In all cases where the positions are graded according to the compensation received, and such grading determines the character of an examination, the appointing power shall, in addition to the foregoing, notify the Secretary of the rate of compensation to be paid to the person appointed.

REGULATION 32.

No person on the eligible list shall be certified more than three times to the same appointing officer for the same bureau or institution, except at the request of said appointing officer, nor shall the name of any person remain upon the eligible list for appointment or promotion longer than one year from the date on which it is entered on such list, unless, in the interest of the public service, the Commission shall extend the time during which the eligible list upon which his name appears shall be in force.

The name of any person may be stricken from the eligible list for cause satisfactory to the Commission, to be specified in the minutes of the Commission, and subject to revision by the Mayor.

No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating, except at the end of nine months from the date of examination, without the consent of the Commission.

REGULATION 33.

All appointments made under these regulations, except under Schedule G, shall be forwarded to the City Record for publication within five days.

REGULATION 34.

Temporary appointments may be made from persons not on the eligible lists, but only as follows: In the Department of Street Cleaning temporary appointments of captains and pilots may be made without examination for a period not exceeding thirty days. In the office of the Receiver of Taxes temporary appointments may be made without examination, as they have been heretofore commonly made during the busy season for the collection of taxes. When there is no eligible list for the position for which a requisition is made and upon receipt of a certificate to that effect from the Secretary of the Civil Service Commission, any department may make a temporary appointment to said position for a period not exceeding thirty days. The right of said appointee to retain such position shall cease within five (5) days of the receipt by the department so appointing of a notice from the Secretary of the Civil Service Commission, that an eligible list is ready. Every temporary appointment under this regulation must be reported to the Secretary of the Civil Service Commission within five days, with the reason for the same. No person shall be eligible to a temporary appointment who has failed in an examination for the position to which said temporary appointment is made. If any person is employed under a temporary appointment at the time of said failure to pass, such employment shall cease within five days after a notice sent by the Secretary to the head of the department in which he is employed.

Probation.

REGULATION 35.

All employment in positions under any of the schedules, except Schedule G, shall be provisional, and such provisional service shall continue six months, except in Schedule C, when it shall be

for one month, during which period the person so employed may at any time be peremptorily discharged from service. If during that period (subject as to Policemen and Firemen to Regulation 58) the conduct and character of the appointee are found satisfactory to the appointing officer, he shall, at the close thereof, receive an appointment, but otherwise his employment shall cease. Any one failing to receive appointment at the end of six months, except in the case of an appointment to a position the duties of which are completed before the end of the six months herein mentioned, shall be ineligible for one year for appointment in the municipal service in any department.

REGULATION 36.

Every officer under whom any person shall serve during any part of the probation provided for by these regulations shall carefully observe the quality and value of the service rendered by such person and shall report to the appointing officer, in writing, the facts observed by him, showing the character and qualifications of such person and of the services performed by him, and such reports shall be preserved on file.

Promotion.

REGULATION 37.

Promotions from the lower grades to the higher shall be on the basis of merit and competition.

REGULATION 38.

Except as herein otherwise provided the positions in the various schedules shall be filled, when vacant, by the promotion of those in the service in lower grades in the department, office or institution in which the vacancy or vacancies may occur. Promotions shall be made, subject to the provisions of these regulations, by the officer or officers having the power of appointment. If in the judgment of such officer or officers, there be none found in the lower grades fit to perform the duties in such vacant positions, in

and in no other, the positions may be filled in the manner provided by these regulations for filling the positions in the lowest of the same subdivision and class.

REGULATION 39.

Promotion shall, in all cases, be based upon the positive merit of the person promoted and upon his superior qualification as shown by his previous service.

No person in the service who has not passed an examination under these regulations or under those heretofore prescribed, shall be promoted or transferred to any position for which examination is required without passing an examination under the regulations of the same character as would an applicant for appointment to that position in the service.

No person shall be examined for promotion or transfer from any position in Schedule " G " to any position classified as subject to competitive examination, unless such person shall have served with credit to himself for a period of three years in the position in which he is employed, and then only when the promotion or transfer is in the direct line of duty; and the person shall have passed an examination as provided for in the regulations for appointment or promotion.

The basis for promotion shall be determined by the actual work of the persons named therefor, by the certificates and records hereinafter mentioned and such other information as may be required to be furnished to, the examining body and by examination.

Promotions shall be made by successive grades. In case of a vacancy in any position, it shall be filled by a selection from the persons in the prior grade subject to any rule of the department as to the persons of previous service therein. It shall be the duty of the department in which a vacancy occurs to notify all persons having the requisite term of service in the next inferior grade, and if no such person or persons then all persons having had the

Examination Held in Trade School.

	Number examined.	Number passed.
Plumbers	29	6
Plasterers	6	2
Pipecaulkers	12	7
Steamfitters	6	3
Pipefitters	8	1
Tinsmith and Roofer	10	8
Tappers	2	2
Tappers' Assistants	1	1



New York Civil Service Regulations.

REGULATION 1.

Appointments and promotions in the Civil Service of the City of New York shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive.

REGULATION 2.

The violation of any of the provisions of the Civil Service Act, or of these regulations, by any person in the Civil Service of the City shall be considered a good cause for the dismissal of such person from the service.

REGULATION 3.

The Commission shall have authority to prescribe such rules, in pursuance of and for the execution of the provisions of these regulations and of the Civil Service Act, as may not be inconsistent therewith, and may prescribe blank forms for all applications, certificates, reports, records and returns required under these regulations and the rules made in pursuance thereof.

REGULATION 4.

Schedule A shall include all positions not subject to competitive examination and not included in Schedule G. All positions classified in Schedule A as exempt from examination, or as subject to noncompetitive examination, shall permit but one appointment for each of said positions unless otherwise specially stated.

Schedule B shall include clerks, copyists, recorders, bookkeepers and others rendering clerical services, except typewriters and stenographers; also all public employes, however designated, whether

The power of any officer to remove is not impaired by anything contained in these regulations; provided, however, that no removal shall be made from any position subject to competitive examination, until the person holding such position has been informed of the cause of the proposed removal, and has been allowed an opportunity of making an explanation, and in every case of a removal, the true grounds thereof shall be forthwith entered upon the records of the department, and a copy thereof shall be transmitted to the New York City Civil Service Commission.

Reinstatement.

REGULATION 45.

Any person employed in any position in the service of the City who shall be certified to the Secretary by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position within one year next following his leaving the service. If such employment was, after due certification for the same, under these rules, such person may be re-employed without further examination. If it was not subject to these rules such person may be re-employed upon passing an examination pursuant to these rules. If several persons are so certified they shall be placed on a separate eligible list pursuant to these rules.

REGULATION 46.

No person in the public service is under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

REGULATION 47.

No person in said service shall use his official authority or influence to coerce the political action of any person or body.

No removals or reductions shall be made because of the political or religious opinions or affiliations of any person in the public service.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss, or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B.

Clerical Positions.

REGULATION 48.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects:

Obligatory:

1. Handwriting.
2. Writing from dictation.
3. English spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing or both.

Optional:

6. Copying from manuscript and indexing.
7. Arithmetic applied, viz.: Practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs; grammatical correctness and brevity of expressions will be considered.
9. Bookkeeping.
10. Expert penmanship.
11. Typewriting.
12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

the clerks and employes to their respective positions and superintend them in the discharge of their respective duties, and shall be Secretary of the Examining Board. The Secretary shall, after conference with the Chief Examiner, order and fix the dates of examinations, shall see that they are properly and efficiently advertised, and shall indicate to the Chief Examiner which examination shall be first rated and otherwise expedited, to the end that eligible lists which are most needed shall be first prepared.

In addition to the Board of Examiners, hereinbefore prescribed, there shall be a Commission, to be composed of five citizens designated by the Mayor, whose duties shall be:

First. To aid the Mayor, at his request, in preparing suitable regulations for the carrying into effect the provisions of said act.

Second. To conduct such inquiries as it may deem expedient respecting the examinations in these regulations provided for; to control such examinations and the general administration of the system created by these regulations, and to decide, from time to time, subject to revision by the Mayor, all questions arising under these regulations or the constructions thereof, and to make an annual report to the Mayor, showing its own action, the regulations and the exceptions thereto in force, the administration thereof, with such suggestions as it may deem necessary for the more effectual accomplishment of the purposes of the said section and of said regulations.

The vouchers for the pay-rolls, and all other expenses incurred in carrying these regulations into effect, shall be certified to the Comptroller by the Secretary, or in the absence or disability or resignation of the said Secretary shall be certified to the Comptroller by the Mayor's Secretary.

REGULATION 6.

Appointments to positions in Schedule A may be made without competitive examination; but the appointing officer shall file with the Secretary, within five days after making any such appoint-

At competitive examinations held for the position of Clerk, a separate eligible list will be made up having handwriting as its basis; and, where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

Firemen and Park Policemen.

REGULATION 51.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Civil Service Commission and Examining Boards, and the same shall be filed in the office of the said Secretary. For all positions in said schedule, the first of said blanks, to be presented by the applicant in person, shall be substantially as follows:

CITY OF NEW YORK, ..., 189..

To the Board of Civil Service Commissioners of the City of New York:

The undersigned states that he is years of age, respectfully asks an appointment as in the Department, City of New York, and refers you to the following testimonials:

Signed, ...

Each of the undersigned respectfully represents to the Commissioners of, City of New York, that he can and does hereby testify that he knows the above applicant personally, and that he is a man of good moral character, of sober and industrious habits, that he has never known him to be guilty or convicted of any criminal act or disorderly conduct, and each of the undersigned further says that he is not a keeper of a liquor saloon; that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Name Residence

The second, which must be filled out and signed in the presence of the Secretary or of a Clerk of the Civil Service Commission, who shall also sign as witness, shall be as follows:

(N. B.—This statement of applicant must be filled out and signed in the presence of the Secretary or of a Clerk of the Civil Service Commission, who shall also sign as witness.)

CITY OF NEW YORK, ..., 189..

Statement of

Where were you born?

In what year? Month? Day?

Where do you live (street and number)?

How long have you lived in New York City?

If not born in the United States, have you been naturalized?

. When? Where?

Are you married, or single, or widower?

What family have you?

Have you been complained of, indicted for or convicted of any criminal offense? And if so, when and where?

.

What is your regular occupation?

What has been the nature of your occupation for the last five years?

Have you ever been a Policeman (or Fireman, as the case may be)?

If so, where? And when?

Have you paid, or promised to pay, or given any money or other consideration, to any person, directly or indirectly, for any aid or influence towards procuring your appointment?

(a) Have you been in the army or navy of the United States?

.

If so, when? In what capacity?

Witness

Signature of Applicant.

(a) If the applicant has been in the military or naval service of the United States, he should furnish the name and address of one or more of his surviving officers if practicable. In any case, he shall give satisfactory evidence of honorable discharge.

Second. If the position to be filled be that of Chemist, or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situations before they can be admitted to examination.

REGULATION 10.

Defective applications shall be suspended and applicants notified to amend the same, but no such notice shall be given, or opportunity granted, a second time. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the regulations, or is manifestly unfit for the service, the application shall be rejected.

REGULATION 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person.

Conduct of Examinations.

REGULATION 12.

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each applicant shall sign his ex-

amination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All paper upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

REGULATION 13.

No applicant shall be admitted to examination who is not physically sound, or placed upon the eligible list whose character shall not be entirely satisfactory to the Examining Board.

REGULATION 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influence of the appointing officer or of any person other than the Commissioners, Examiners or experts directly employed by the Board of Examiners or by the Commission.

The Commission shall have power to authorize or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office. The selection of such expert shall be made by the Board of Examiners, with the consent and approval of the Commission.

Each Examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examinations.

All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these regulations otherwise provide, the Board of Examiners may, in the examinations, give such relative importance to the different subjects or matters of examination as to them may seem fit.

DOES THE APPLICANT display any evidence of having or having had syphilis? ‡	}
HABITS, use of stimulants and tobacco.	

*The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.	†Minimum circumference of the Chest tolerable in applicant.	STATURE AND WEIGHT.—The stature shall not be below 5 ft. 7½ in., nor the weight below that marked as its minimum accompaniment in the subjoined table: **	
†There should be a difference, at least, of two inches at forced expiration and on full inspiration.	Height. of Chest.	Height. (b) Min. Weight.	
	Feet. Inches. Inches.	Feet. Inches. Pounds.	
	5 7½ 33½	5 7½ 122	
	5 8 34	5 8 125	
	5 9 34½	5 9 140	
‡Syphilitic taint in the applicant must always be regarded as good cause of rejection.	5 10 35	5 10 145	
	5 11 35½	5 11 150	
	6 .. 36	6 .. 155	
	6 1 36½	6 1 160	
	6 2 37	6 2 165	
**Obesity must be regarded as a good cause for rejection.	6 3 37½	6 3 170	
	6 4 38	6 4 175	

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the Park Department the minimum height required is 5 ft. 8 in., and the weight 135 pounds.

(c) "In the Fire Department the minimum height required is 5 ft. 7 in., and the weight 132 pounds. In special instances, when recommended by the head of the Fire Department, and by the Chief of Department, the minimum height required may be reduced to 5 ft. 6½ in., provided that in such cases the applicant shall weigh not less than 156 pounds, and have a chest measurement of not less than 36 inches."

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss.:

I, ..., being duly sworn, depose and say, that I have returned true answers to the inquiries of, touching

my personal and family health, history, habits and antecedents, and that I am the person described in the above record or examination.

Sworn to and subscribed before me, this

..... day of, 189..

Notary Public (or Commissioner of Deeds).

Certificate of Medical and Physical Examiners.

We hereby certify that we have this day carefully and thoroughly examined, in accordance with the above instructions, ... and find that he is sound in limb and body, is, able-bodied, of a robust constitution, has good eyesight and good hearing, and in our opinion is physically qualified to sustain the labors and exposures, and perform the duties of a, and that the above is a truthful record of the examination.

Signed, ...

New York, ..., 189..

REGULATION 53.

The Physical Examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission, and shall include the applicant's swiftness and endurance in running. Such Examiner shall report in writing to the Board of Examiners the result of such examination.

REGULATION 54.

Applicants for positions shall then be submitted for further examinations as to general qualifications.

General Qualifications.

1. **General character:** To include habits and reputation and to be ascertained in such manner as the Examining Board may determine with the aid directed by Regulation 51.

2. **Experience:** Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. **Obligatory subjects:**

(a) Reading from print and manuscript.

(b) Handwriting.

(c) Writing down from memory the substance of matter orally communicated.

(d) Arithmetic: Addition, subtraction, multiplication and division, applied to whole numbers.

(e) Writing a letter and a report on subjects given at the time of the examination.

(f) In the case of applicants for positions as Policemen, questions relating to City Government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the City naturally inquire. In the case of applicants for positions as Firemen, these questions should be directed to the location of streets, and the location and construction of buildings, with especial reference to precautions against fire.

The relative weight given to the several obligatory subjects in making up the average standings will be as follows:

(a) Reading	1
(b) Handwriting	1
(c) Writing from memory	1
(d) Arithmetic	1
(e) Writing a letter and a report on subjects given at the time of the examination	4
(f) City information (or knowledge of buildings)	2
Total of weights	10

REGULATION 55.

In making up the general average of the standing of applicants for positions in Schedule C, the relative value of each qualification and subject shall be as follows:

Physical qualifications	4
Experience	1
Obligatory subjects	5
Total of values	10

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of the obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 75 per cent., or whose ascertained average on all is below 80, shall be placed upon the eligible list.

REGULATION 56.

Under the head of "Rules and Regulations," the Examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. Cases shall be described to them — preferably actual cases taken from correct reports — and they shall be required to state their views of what the rules would require of them in such cases. This inquiry shall include a report, such as a Policeman or Fireman would be obliged to make, of such an occurrence.

Promotion of Firemen and Park Policemen.

REGULATION 57.

Promotions to all positions included in Schedule C shall be made from the next lower grade by competitive examination. The subject of such examination shall be as follows:

	Marks.
1. Writing from dictation	
2. Handwriting	
3. Knowledge of the "Rules and Regulations"	

	Marks.
4. Fines and penalties last 3 years.	
5. Arrests for last 12 months.	
6. Veracity	
7. Habits as to use of liquor.	
8. Ability and energy	
9. Coolness and judgment in emergencies	
10. Deportment toward citizens	
11. Character for maintaining discipline among, and getting good work from, subordinates	
12. Physical condition, including activity and endurance.	
13. Knowledge of laws and ordinances relating to his duties, ...	
14. General knowledge of localities.	
15. United States Infantry tactics, and Manual of the use of the club, as authorized by the Department.	
16. Fidelity and promptitude in the performance of duty, ...	
Average	

In examining Firemen and Park Policemen for promotion, number 11 shall be omitted.

The standing of applicants for promotion in reference to subjects 1, 2, 3, 12, 13 and 14 shall be determined by examination. Their standing in reference to subjects 4, 5, 6, 7, 8, 9, 10, 11, 15 and 16 shall be determined by the records of the Department, in which each man's conduct and actions shall be entered, and by such additional satisfactory information as the Commission or Examining Board may deem necessary and pertinent.

REGULATION 58.

During the period of probation provided for by these rules, all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the Department shall require in the School of Instruction, and no person shall receive an appointment to a position in either Department unless at the end of the period of probation the Instructor of the School of Instruction

shall report to the Commissioners that such applicant is competent to become a member of the force. In the case of persons applying to become members of the Life Saving Corps of the Fire Department no person shall receive such appointment unless at the expiration of such period of probation the Instructor shall report to the Commissioners of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

REGULATION 59.

The capacity, mental, physical and educational, of every member of the uniformed force of the Fire Department and the Department of Public Parks shall be inquired into once every three years during his term of service, and his fitness to continue in the service be determined thereby.

SCHEDULE D.

REGULATION 60.

PART 2.

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such persons only when satisfied —

First. That he (or she) is within the limits of age prescribed for the situation named.

Second. That he (or she) is free from any physical defect or disease likely to interfere with the proper discharge of his (or her) duties.

Third. That his (or her) character is such as to qualify him (or her) for such employment; and

Fourth. That he (or she) possesses the requisite knowledge and ability to enter upon the discharge of the duties of such situation or employment.

The fourth article of the certificate shall be determined by the Examining Board from the results of the competitive examination of the different persons applying for the position to which the appointment is to be made. This examination shall have reference to the special qualifications, expert or otherwise, required for that particular position and shall be practical in its character.

REGULATION 61.

The general examination for admission to the subordinate places in Schedule D (being Part 2 of the classification hereto annexed) shall be in writing, and on the following subjects:

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz.: addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position.

In addition to this the health and physical vigor of the applicant shall be tested, as hereinafter required.

The relative weight to be given to these several subjects in making up the average standing shall be as follows:

1. Handwriting	1
2. Arithmetic	1
3. Technical knowledge	6
4. Experience	2
Total of weights	10

PART 1.

No person shall be admitted as a competitor for appointment to any of the superior positions in Schedule D (being Part 1 of the classification hereto annexed), who shall not present to the Examining Board satisfactory evidence that he has received a diploma or certificate from some reputable institution showing that he has pursued in such institution, with credit for two years, a course of study adapted to qualify him for the position which he seeks, or for which his appointment is desired.

He may, however, produce in lieu of such diploma or certificate, certificates from one or more professional men in good standing to the effect that he has pursued with them or under their direction, and with credit to himself, a course of study similar to that before mentioned for at least three years.

The second, which must be filled out and signed in the presence of the Secretary or of a Clerk of the Civil Service Commission, who shall also sign as witness, shall be as follows:

(N. B.—This statement of applicant must be filled out and signed in the presence of the Secretary or of a Clerk of the Civil Service Commission, who shall also sign as witness.)

CITY OF NEW YORK, ..., 189..

Statement of
 Where were you born?
 In what year? Month? Day?
 Where do you live (street and number)?
 How long have you lived in New York City?
 If not born in the United States, have you been naturalized?
 When? Where?
 Are you married, or single, or widower?
 What family have you?
 Have you been complained of, indicted for or convicted of any
 criminal offense? And if so, when and where?

 What is your regular occupation?
 What has been the nature of your occupation for the last five
 years?
 Have you ever been a Policeman (or Fireman, as the case may
 be)?
 If so, where? And when?
 Have you paid, or promised to pay, or given any money or other
 consideration, to any person, directly or indirectly, for any aid
 or influence towards procuring your appointment?
 (a) Have you been in the army or navy of the United States?

 If so, when? In what capacity?
 Witness

Signature of Applicant.

(a) If the applicant has been in the military or naval service of the United States, he should furnish the name and address of one or more of his surviving officers if practicable. In any case, he shall give satisfactory evidence of honorable discharge.

by him, he shall not make the selection therefrom from the whole number certified to him, but only from that number of names standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

When a requisition is made for certification to a position which has not been classified, or one for which no eligible list exists, the Chief Examiner shall report to the Commission whether, in his opinion, the qualifications demanded have been determined by examination held for eligible lists which are on hand. The Commission may thereupon order that certification for said positions shall be made from one of the eligible lists so indicated.

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the Secretary shall certify the names of the three persons whose standing on the denoted optional subject is the highest. The Examining Board may, at any time, hold a competitive examination to fill a vacancy of this kind, if, in their judgment, the eligible list does not contain three persons well qualified to fill the vacant position.

If the appointing officer shall object to an eligible named in the certificate, stating that, because of some physical defect, mental unsoundness, moral disqualification, or other reason particularly specified, said eligible would be incompetent or unfit for the performance of the duties of the vacant position, and if said officer shall sustain such objection with evidence satisfactory to the Commission, the Commission may certify the eligible on the register whose name stands next below those already certified, in place of the one to whom objection is made and sustained.

All positions filled by selections based on optional or special subjects shall be specially noticed in the published list of appointments and in the official registry of qualifications and schemes for examination as being special positions in respect to such qualifications.

This regulation shall not apply to any of the positions for which provision is otherwise made in Regulation 62.

Schedule.

Name Age Residence

HAS THE APPLICANT ever been examined by the Medical Officer of the Department, and if so state the result?

* STATE THE EXACT, Weight, A; Height, B; Circumference of Chest, C.	Weight.	Height.		C+ At forced expira- tion.... inches. On full inspira- tion... inches.
		B. Feet.	Inches.	

A. IS THE RESPIRING MURMUR clear and distinct over both lungs? A.

B. Is the character of the Respiration Full, Easy and Regular? B.

C. Are there any indications of Disease of the Organs of Respiration or their Appendages? C.

A. IS THE CHARACTER of the Heart's Action Uniform, Free and Steady? A.

B. Are its Sounds and Rythm Regular and Normal? B.

C. Are there any indications of Disease of this Organ or of the Blood Vessels? C.

A. IS THE SIGHT good? A.

B. Is the hearing good? B.

IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Difficulty of Breathing or Palpitation?

A. ARE THE FUNCTIONS of the Brain and Nervous System in a healthy state? A.

B. Has the Brain or Spinal Cord ever been Diseased? B.

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys, or abdominal organs, or the skin, eyes, ears, limbs, etc.

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional diseases as phthisis, scrofula, rheumatism?

DOES THE APPLICANT display any evidence of having or having had syphilis? ‡	
HABITS, use of stimulants and tobacco. }	

*The Examiners are called upon to pay special attention to the annexed schedule in determining the fitness of the applicant.	†Minimum circumference of the Chest tolerable in applicant.	STATURE AND WEIGHT.— The stature shall not be below 5 ft. 7¼ in., nor the weight below that marked as its minimum accompaniment in the subjoined table: **
	Height. of Chest. Feet. Inches. Inches.	Height. (b) Min. Weight. Feet. Inches. Pounds.
†There should be a difference, at least, of two inches at forced expiration and on full inspiration.	5 7½ 33½	5 7¼ 132
	5 8 34	5 8 135
	5 9 34½	5 9 140
‡Syphilitic taint in the applicant must always be regarded as good cause of rejection.	5 10 35	5 10 145
	5 11 35½	5 11 150
	6 .. 36	6 .. 155
	6 1 36½	6 1 160
	6 2 37	6 2 165
**Obesity must be regarded as a good cause for rejection.	6 3 37½	6 3 170
	6 4 38	6 4 175

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the Park Department the minimum height required is 5 ft. 8 in., and the weight 135 pounds.

(c) "In the Fire Department the minimum height required is 5 ft. 7 in., and the weight 132 pounds. In special instances, when recommended by the head of the Fire Department, and by the Chief of Department, the minimum height required may be reduced to 5 ft. 6½ in., provided that in such cases the applicant shall weigh not less than 156 pounds, and have a chest measurement of not less than 36 inches."

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss.:

I, ..., being duly sworn, depose and say, that I have returned true answers to the inquiries of, touching

my personal and family health, history, habits and antecedents, and that I am the person described in the above record or examination.

Sworn to and subscribed before me, this

..... day of, 189..

.....,
Notary Public (or Commissioner of Deeds).

Certificate of Medical and Physical Examiners.

We hereby certify that we have this day carefully and thoroughly examined, in accordance with the above instructions, ... and find that he is sound in limb and body, is, able-bodied, of a robust constitution, has good eyesight and good hearing, and in our opinion is physically qualified to sustain the labors and exposures, and perform the duties of a, and that the above is a truthful record of the examination.

Signed, ...

New York, ..., 189..

REGULATION 53.

The Physical Examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission, and shall include the applicant's swiftness and endurance in running. Such Examiner shall report in writing to the Board of Examiners the result of such examination.

REGULATION 54.

Applicants for positions shall then be submitted for further examinations as to general qualifications.

General Qualifications.

1. **General character:** To include habits and reputation and to be ascertained in such manner as the Examining Board may determine with the aid directed by Regulation 51.

2. **Experience:** Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. **Obligatory subjects:**

(a) Reading from print and manuscript.

(b) Handwriting.

(c) Writing down from memory the substance of matter orally communicated.

(d) Arithmetic: Addition, subtraction, multiplication and division, applied to whole numbers.

(e) Writing a letter and a report on subjects given at the time of the examination.

(f) In the case of applicants for positions as Policemen, questions relating to City Government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the City naturally inquire. In the case of applicants for positions as Firemen, these questions should be directed to the location of streets, and the location and construction of buildings, with especial reference to precautions against fire.

The relative weight given to the several obligatory subjects in making up the average standings will be as follows:

(a) Reading	1
(b) Handwriting	1
(c) Writing from memory	1
(d) Arithmetic	1
(e) Writing a letter and a report on subjects given at the time of the examination	4
(f) City information (or knowledge of buildings)	2
Total of weights	10

REGULATION 55.

In making up the general average of the standing of applicants for positions in Schedule C, the relative value of each qualification and subject shall be as follows:

Physical qualifications	4
Experience	1
Obligatory subjects	5
Total of values	10

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of the obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 75 per cent., or whose ascertained average on all is below 80, shall be placed upon the eligible list.

REGULATION 56.

Under the head of "Rules and Regulations," the Examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. Cases shall be described to them — preferably actual cases taken from correct reports — and they shall be required to state their views of what the rules would require of them in such cases. This inquiry shall include a report, such as a Policeman or Fireman would be obliged to make, of such an occurrence.

Promotion of Firemen and Park Policemen.**REGULATION 57.**

Promotions to all positions included in Schedule C shall be made from the next lower grade by competitive examination. The subject of such examination shall be as follows:

	Marks.
1. Writing from dictation	
2. Handwriting	
3. Knowledge of the "Rules and Regulations"	

	Marks.
4. Fines and penalties last 3 years.....	
5. Arrests for last 12 months.....	
6. Veracity	
7. Habits as to use of liquor.....	
8. Ability and energy	
9. Coolness and judgment in emergencies	
10. Deportment toward citizens	
11. Character for maintaining discipline among, and getting good work from, subordinates	
12. Physical condition, including activity and endurance..	
13. Knowledge of laws and ordinances relating to his duties,	
14. General knowledge of localities.....	
15. United States Infantry tactics, and Manual of the use of the club, as authorized by the Department.....	
16. Fidelity and promptitude in the performance of duty,	
Average	

In examining Firemen and Park Policemen for promotion, number 11 shall be omitted.

The standing of applicants for promotion in reference to subjects 1, 2, 3, 12, 13 and 14 shall be determined by examination. Their standing in reference to subjects 4, 5, 6, 7, 8, 9, 10, 11, 15 and 16 shall be determined by the records of the Department, in which each man's conduct and actions shall be entered, and by such additional satisfactory information as the Commission or Examining Board may deem necessary and pertinent.

REGULATION 58.

During the period of probation provided for by these rules, all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the Department shall require in the School of Instruction, and no person shall receive an appointment to a position in either Department unless at the end of the period of probation the Instructor of the School of Instruction

shall report to the Commissioners that such applicant is competent to become a member of the force. In the case of persons applying to become members of the Life Saving Corps of the Fire Department no person shall receive such appointment unless at the expiration of such period of probation the Instructor shall report to the Commissioners of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

REGULATION 59.

The capacity, mental, physical and educational, of every member of the uniformed force of the Fire Department and the Department of Public Parks shall be inquired into once every three years during his term of service, and his fitness to continue in the service be determined thereby.

SCHEDULE D.

REGULATION 60.

PART 2.

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such persons only when satisfied —

First. That he (or she) is within the limits of age prescribed for the situation named.

Second. That he (or she) is free from any physical defect or disease likely to interfere with the proper discharge of his (or her) duties.

Third. That his (or her) character is such as to qualify him (or her) for such employment; and

Fourth. That he (or she) possesses the requisite knowledge and ability to enter upon the discharge of the duties of such situation or employment.

The fourth article of the certificate shall be determined by the Examining Board from the results of the competitive examination of the different persons applying for the position to which the appointment is to be made. This examination shall have reference to the special qualifications, expert or otherwise, required for that *particular position* and shall be practical in its character.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss, or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B.

Clerical Positions.

REGULATION 48.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects:

Obligatory:

1. Handwriting.
2. Writing from dictation.
3. English spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing or both.

Optional:

6. Copying from manuscript and indexing.
7. Arithmetic applied, viz.: Practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs; grammatical correctness and brevity of expressions will be considered.
9. Bookkeeping.
10. Expert penmanship.
11. Typewriting.
12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

Those admitted to competition for the superior positions in Schedule D shall be examined in writing on the following subjects:

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.
2. Experience tending to qualify the applicant for that position.

As part of the examination as to experience the Examining Board shall make inquiries in writing of the persons with whom the applicant has studied, or by whom he has been employed, on the following subjects:

Efficiency and accuracy in his own work.

Character for maintaining discipline among and getting good work from his subordinates, and when appropriate anything else in his character or antecedents tending to show his fitness for the position which he seeks.

The relative weight to be given to these several subjects shall be as follows:

1. Technical knowledge	50
2. Experience	15
3. Mathematics	20
4. Reports, etc.	15
	100

SCHEDULE E.

REGULATION 62.

The names of applicants for positions as Nurses shall be registered, and when a sufficient number have applied they shall be summoned for examination. The Examiners shall make inquiry regarding the age, condition of health, moral character, sobriety, personal habits, temper and temperament, of each applicant. The educational test shall be to read, write legibly and work simple problems in arithmetic. When required the examination shall include such other subjects as will tend more effectually to ascertain the fitness of candidates.

Graduates from the Training School of the New York Hospital, the Training School of Bellevue Hospital, Metropolitan Training School and the Training School of the City Hospital, who have received diplomas from these institutions may, upon their own application, be placed upon the eligible list for Nurses with a grading of 100 without further examination, unless required by the Commission. Whenever the appointing officer shall notify the Secretary that he desires for the person to be appointed the experience and training required in the Training School, the names of such graduates shall be sent to him in preference to those of others upon such eligible list.

SCHEDULE F.

REGULATION 63.

The positions coming under Schedule F being of a miscellaneous character, and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the fitness of the applicants for the positions desired.

Prison Keepers.

REGULATION 64.

Applicants for the positions of Guards, Watchmen or Keepers in prisons and workhouses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner.

The Physician making such examination shall answer the following questions in writing and sign his name and address to them:

Has the applicant any organic disease of the following organs, and, if so, state what it is?

Lungs.

Heart.

Kidneys.

Is he free from hernia?

Is he free from varicose veins?

Is his sight good?

Is his hearing good?

Does he suffer from any nervous disease, as epilepsy or paralysis?

Are there any circumstances connected with the applicant's health or strength besides what are stated above, that can, in your opinion, tend to render the applicant unfit for prison service as a Guard, Keeper, or Watchman?

If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him:

I, ..., do hereby certify that I have examined, the above applicant, and having in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature.)

Dated at, this day of, 189..

SCHEDULE G.

Labor Service.

REGULATION 65.

Schedule G shall include all laborers and other employes in the City service who shall not be subject to examination under the Civil Service Rules or be specifically exempted from examination by said rules or by the statutes of this State.

There shall be appointed by the Mayor, on the recommendation of the Civil Service Commissioners, a Clerk of the Civil Service Commissioners of the City of New York, to be known as the Labor Clerk.

It shall be the duty of each Department of the City Service to report, in writing, to the Secretary of the Civil Service Commissioners, within ten days after a written request from him for such

City and County of New York, ss.:

....., being duly sworn, doth depose and say: I signed the above statement, and the same is true to the best of my knowledge and belief.

.....,
Signature of Applicant.

Sworn to before me, this day
of, 189..

.....,
Signature of officer administering oath.

REGULATION 52.

Every applicant for position in Schedule C shall present to the Examining Board a statement in reference to his physical qualifications, in which he shall answer in writing the following questions:

Applicant's Statement.

Name .
Date of birth .
Occupation .
Have you any disease now? .
What diseases have you had during the last seven years? .
Do you know of any hereditary disease in your family? .
If your parents, brothers or sisters, or any of them, are dead, of what disease did they die? .
Have you ever had fits? .
Have you ever had any fracture or dislocation? .
Have you ever received any injury to the head or spine? .
Are you subject to piles? .
Have you been vaccinated? .
Have you ever had rheumatism? .
....., Applicant.

The Medical and Physical Examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following schedule, and fill up and certify the same in accordance with the result of such examination:

tion in that regard and the reasons for it upon his application, which shall thereupon be placed on file in order of registration as hereinafter stated. Any willfully false statement or fraudulent conduct on the part of the applicant shall disqualify him for registration.

An applicant who fails to report for physical examination or who changes his (or her) paper after filing the same shall lose the registration number, and shall be required to make a new application.

For any other service than that of common laborer, candidates will be required to produce a certificate from some competent person or persons, of his ability to do the special kind of work for which he desires to be certified.

REGULATION 67.

All applicants determined to be qualified for the employment sought shall be registered in the order of their application in a labor register to be kept by the Labor Clerk. This register shall subdivide such applicants according to the kind of labor, unskilled or special, for which they are determined to be qualified. It shall state the name, age, residence, citizenship and previous occupation of the applicant, the kind of labor, unskilled or special, for which he is qualified, the date of his application, the number and relationship of the persons dependent upon him for support, the nature of his service, if any, in the army or navy of the United States in time of war, and of his discharge therefrom, his references and such other information with reference to the applicant as the Civil Service Commissioners may from time to time require.

No person shall be eligible for appointment for a longer period than one year from the date of his or her latest physical examination. To determine continued eligibility physical examinations of those already registered shall be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail, in order of his or her registration number, to report upon a fixed day and hour for examination. The names of all who do not report for said examina-

tion, and the names of all who are found not qualified as the result of said examination, shall be stricken from the eligible list.

The name of each person found qualified shall be retained upon the registration list in the order of his or her original registration.

Examinations for registry shall be held under the direction of the Civil Service Commissioners as often as the City Service may require.

On and after the 1st day of May, 1895, appointment to positions included in Schedule G shall be made from said registry, except as herein otherwise provided.

REGULATION 68.

When the services of laborers or other employees included in Schedule G are required in any Department of the City Service, the officer of such Department thereto duly authorized shall make a written requisition upon the Labor Clerk stating the number of persons required, the kind of labor, unskilled or special, for which they are required, and the time and place of employment. Upon receiving such requisition, the Labor Clerk, under the direction of the Civil Service Commissioners, shall certify to such officer, from the registry, the names of as many persons as there are vacancies to be filled, with the addition of two names for every ten vacancies, if the registry contain so many, stating as to each name, registration number, residence, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Civil Service Commissioners may direct. In making such certification the Labor Clerk shall certify in the order of registration:

First — Veterans with families dependent upon them for support.

Second — Other veterans.

Third — Persons, not veterans, with families dependent upon them for support; and the Commission may give a preference, based upon the number of persons so dependent and upon faithful service in the employ of the City.

Fourth — Other persons.

If there be no subdivision covering the kind of labor required, or if the names in such subdivision be exhausted, the Labor Clerk shall certify from the subdivision covering unskilled labor, unless the officer making the requisition shall designate some other subdivision and there shall be names enough therein to comply with the requisition; in such case the certification shall be made from such subdivision.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within ten days from the date of certification, the names, registration numbers and addresses of the persons so selected, provided, however, that whenever the officer who shall have made the requisition for a certain number shall employ a smaller number he shall not make the selection therefor from the whole number certified to him but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

REGULATION 69.

Any persons not selected shall remain upon the registry, and any persons selected shall, if they so request, be restored to the registry in the order in which they originally stood thereon upon the termination of the employment unless the employment has terminated by reason of the failure to work, incompetence or physical or moral disqualifications of the employe. In the case of every employe, the Department of the City Service employing him shall forthwith report to the Labor Clerk the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Civil Service Commissioners for that purpose, the date of such termination and the reason therefor, and the substance of such report shall be entered upon the registry against the name of such employe. No employe whose employment is terminated for the

reason of failure to work, incompetence or physical or moral disqualification shall be restored to the registry or be again eligible for registration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the Examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

REGULATION 70.

In case the Labor Clerk is at any time unable to fill a requisition, he shall certify the fact to the officer making the requisition, who shall then make the selection of the employes immediately required in such manner or under such regulations as the Civil Service Commissioners may from time to time prescribe.

Laborers so selected shall not be retained in employment for a longer time than one week, unless they shall present themselves at the Civil Service Labor Office for registration in the manner and under the conditions prescribed for those seeking employment as set forth in the special regulations in relation to the employment of Laborers.

REGULATION 71.

No laborer or other employe whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position or be appointed or promoted to any position classified in either of the other schedules, except upon the conditions prescribed in the Civil Service Regulations for appointment or promotion to such position.

Aqueduct Commission.

REGULATION 72.

A special Board of Examiners shall be organized for the examination of applicants for employment by the Aqueduct Commission in Schedules D, F and G, in the classification appended to the

preceding Regulations. The said Board shall consist of two Civil Engineers, to be designated by the Aqueduct Commissioners and approved by the Mayor, the Civil Engineer of the Examining Board and Chief Examiner. The Chief Examiner shall be Chairman.

A quorum for the conducting of any examination shall be two, of whom in all cases one shall be an engineer in the employ of the Aqueduct Commission and one a member of the regular Civil Service Examining Board, and the powers of this Board shall be the same as those given to the regular Examining Board by these Regulations.

It shall be the duty of such special Board of Examiners to conduct all examinations called for under this Regulation, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the Aqueduct Commission with regard to character, knowledge and ability for the branch of such service into which they seek to enter, and to determine the relative excellence or standing of the persons examined, and to certify the same as prescribed by these Regulations.

Application of competitors for positions in the Aqueduct Commission shall be made in the form to be prescribed by the Commission.

The general examination for admission to the places in Schedule D (being Part II of the classification appended to the preceding Regulations) shall be in writing, and on the following subjects:

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz.: Addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position. In addition to this the health and physical vigor of the applicant shall be tested as hereinafter required.

The relative weight to be given to these several subjects in making up the average standing shall be as follows:

1. Handwriting	1
2. Arithmetic	1
3. Technical knowledge	6
4. Experience	2
Total of weights	10

Those admitted to competition for the superior positions in Schedule D, Part I, shall be examined in writing on the following subjects:

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.

2. Experience tending to qualify the applicant for that position.

As part of the examination as to experience the special Examining Board shall make inquiries in writing of the persons with whom the applicant has studied, or by whom he has been employed, on the following subjects:

Efficiency and accuracy in his own work.

Character for maintaining discipline among, and getting good work from, his subordinates, and, when appropriate, anything else in his character or antecedents tending to show fitness for the position which he seeks.

The relative weight to be given to these subjects shall be as follows:

1. Technical knowledge	50
2. Experience	15
3. Mathematics	20
4. Reports, etc.	15
	100

When competition may not be found practicable to meet an exigency for special work in the positions of Assistant Engineers, Instrumentmen, Draughtsmen, Superintendents and Inspectors, and the fact of the exigency shall be made to appear by the certificate of the Aqueduct Commission, it shall be in the power of the Supervisory Board to institute noncompetitive examinations to temporarily fill such positions; but no appointment so made shall hold longer than for a period of three months.

Upon the presentation to the Secretary of the following certificate by the President and Chief Engineer of the Aqueduct Commission, and upon the going into effect of this Regulation, all persons employed by the said Commission prior to the 7th day of September, 1886, and who shall be named in such certificate, shall be considered as regularly in the employ of the said Commission, but the said Commission may, in its discretion, require any of said persons to pass an open competitive examination in order to be continued in the service.

Certificate.

The undersigned, President and Chief Engineer of the Aqueduct Commissioners, do certify that the persons whose names are given in the annexed list were employed by said Commissioners after a careful examination into their qualifications for the positions respectively held by them; that we are satisfied, after the experience actually had of their character and conduct, that they are severally qualified for the positions specified in the said list and that, in our judgment, any further examination as to their qualifications is unnecessary.

Except as in this regulation otherwise provided the preceding Regulations shall relate and apply to all appointments made by or under the authority of the Aqueduct Commission.

REGULATION 73.

No amendment to these regulations shall take effect until it has been printed for distribution, and twice published in the *City Record*.

Rules Adopted by the Civil Service Commission of the City of New York, Pursuant to Chapter 428 of the Laws of 1897.

REGULATION 74.

The ratings on all the present eligible lists of the New York City Civil Service Commission in Schedules A to F, both inclusive, shall be divided by two. The result will be the new rating required by section 1 of the act.

REGULATION 75.

The questions and answers in all examinations by the appointing power, under the provisions of section 2 of said act, shall either be in writing, or taken down stenographically and then reduced to writing.

REGULATION 76.

The questions put and the answers thereto, given upon all such examinations, with the rating of the appointing power thereon, shall be certified to the Secretary of the New York City Civil Service Commission, and eligible lists shall thereupon be made up by him, by adding the ratings as aforesaid under section 1 of said act to the ratings aforesaid under section 2 thereof, and certification shall be made from the eligible lists so prepared in answer to any requisition made to him.

REGULATION 77.

No question in any examination or proceeding by or under these rules shall call for the expression or disclosure of any political or religious opinion or affiliation, and if such opinion or affiliation be known no discrimination shall be made by reason thereof by the Examiners or the appointing power.

REGULATION 78.

Any candidate claiming that in the examination for fitness the requirements of section 4 of said act have been violated, shall have the right of appeal to the New York City Civil Service Commission, which shall hear and determine the same after notice to the appointing power, giving to him or them and the person aggrieved an opportunity to be heard.

tion in that regard and the reasons for it upon his application, which shall thereupon be placed on file in order of registration as hereinafter stated. Any willfully false statement or fraudulent conduct on the part of the applicant shall disqualify him for registration.

An applicant who fails to report for physical examination or who changes his (or her) paper after filing the same shall lose the registration number, and shall be required to make a new application.

For any other service than that of common laborer, candidates will be required to produce a certificate from some competent person or persons, of his ability to do the special kind of work for which he desires to be certified.

REGULATION 67.

All applicants determined to be qualified for the employment sought shall be registered in the order of their application in a labor register to be kept by the Labor Clerk. This register shall subdivide such applicants according to the kind of labor, unskilled or special, for which they are determined to be qualified. It shall state the name, age, residence, citizenship and previous occupation of the applicant, the kind of labor, unskilled or special, for which he is qualified, the date of his application, the number and relationship of the persons dependent upon him for support, the nature of his service, if any, in the army or navy of the United States in time of war, and of his discharge therefrom, his references and such other information with reference to the applicant as the Civil Service Commissioners may from time to time require.

No person shall be eligible for appointment for a longer period than one year from the date of his or her latest physical examination. To determine continued eligibility physical examinations of those already registered shall be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail, in order of his or her registration number, to report upon a fixed day and hour for examination. The names of all who do not report for said examina-

tion, and the names of all who are found not qualified as the result of said examination, shall be stricken from the eligible list.

The name of each person found qualified shall be retained upon the registration list in the order of his or her original registration.

Examinations for registry shall be held under the direction of the Civil Service Commissioners as often as the City Service may require.

On and after the 1st day of May, 1895, appointment to positions included in Schedule G shall be made from said registry, except as herein otherwise provided.

REGULATION 68.

When the services of laborers or other employes included in Schedule G are required in any Department of the City Service, the officer of such Department thereto duly authorized shall make a written requisition upon the Labor Clerk stating the number of persons required, the kind of labor, unskilled or special, for which they are required, and the time and place of employment. Upon receiving such requisition, the Labor Clerk, under the direction of the Civil Service Commissioners, shall certify to such officer, from the registry, the names of as many persons as there are vacancies to be filled, with the addition of two names for every ten vacancies, if the registry contain so many, stating as to each name, registration number, residence, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Civil Service Commissioners may direct. In making such certification the Labor Clerk shall certify in the order of registration:

First — Veterans with families dependent upon them for support.

Second — Other veterans.

Third — Persons, not veterans, with families dependent upon them for support; and the Commission may give a preference, based upon the number of persons so dependent and upon faithful service in the employ of the City.

Fourth — Other persons.

If there be no subdivision covering the kind of labor required, or if the names in such subdivision be exhausted, the Labor Clerk shall certify from the subdivision covering unskilled labor, unless the officer making the requisition shall designate some other subdivision and there shall be names enough therein to comply with the requisition; in such case the certification shall be made from such subdivision.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within ten days from the date of certification, the names, registration numbers and addresses of the persons so selected, provided, however, that whenever the officer who shall have made the requisition for a certain number shall employ a smaller number he shall not make the selection therefor from the whole number certified to him but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

REGULATION 69.

Any persons not selected shall remain upon the registry, and any persons selected shall, if they so request, be restored to the registry in the order in which they originally stood thereon upon the termination of the employment unless the employment has terminated by reason of the failure to work, incompetence or physical or moral disqualifications of the employe. In the case of every employe, the Department of the City Service employing him shall forthwith report to the Labor Clerk the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Civil Service Commissioners for that purpose, the date of such termination and the reason therefor, and the substance of such report shall be entered upon the registry against the name of such employe. No employe whose employment is terminated for the

reason of failure to work, incompetence or physical or moral disqualification shall be restored to the registry or be again eligible for registration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the Examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

REGULATION 70.

In case the Labor Clerk is at any time unable to fill a requisition, he shall certify the fact to the officer making the requisition, who shall then make the selection of the employes immediately required in such manner or under such regulations as the Civil Service Commissioners may from time to time prescribe.

Laborers so selected shall not be retained in employment for a longer time than one week, unless they shall present themselves at the Civil Service Labor Office for registration in the manner and under the conditions prescribed for those seeking employment as set forth in the special regulations in relation to the employment of Laborers.

REGULATION 71.

No laborer or other employe whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position or be appointed or promoted to any position classified in either of the other schedules, except upon the conditions prescribed in the Civil Service Regulations for appointment or promotion to such position.

Aqueduct Commission.

REGULATION 72.

A special Board of Examiners shall be organized for the examination of applicants for employment by the Aqueduct Commission in Schedules D, F and G, in the classification appended to the

preceding Regulations. The said Board shall consist of two Civil Engineers, to be designated by the Aqueduct Commissioners and approved by the Mayor, the Civil Engineer of the Examining Board and Chief Examiner. The Chief Examiner shall be Chairman.

A quorum for the conducting of any examination shall be two, of whom in all cases one shall be an engineer in the employ of the Aqueduct Commission and one a member of the regular Civil Service Examining Board, and the powers of this Board shall be the same as those given to the regular Examining Board by these Regulations.

It shall be the duty of such special Board of Examiners to conduct all examinations called for under this Regulation, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the Aqueduct Commission with regard to character, knowledge and ability for the branch of such service into which they seek to enter, and to determine the relative excellence or standing of the persons examined, and to certify the same as prescribed by these Regulations.

Application of competitors for positions in the Aqueduct Commission shall be made in the form to be prescribed by the Commission.

The general examination for admission to the places in Schedule D (being Part II of the classification appended to the preceding Regulations) shall be in writing, and on the following subjects:

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz.: Addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position. In addition to this the health and physical vigor of the applicant shall be tested as hereinafter required.

The relative weight to be given to these several subjects in making up the average standing shall be as follows:

1. Handwriting	1
2. Arithmetic	1
3. Technical knowledge	6
4. Experience	2
Total of weights	10

Those admitted to competition for the superior positions in Schedule D, Part I, shall be examined in writing on the following subjects:

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.

2. Experience tending to qualify the applicant for that position.

As part of the examination as to experience the special Examining Board shall make inquiries in writing of the persons with whom the applicant has studied, or by whom he has been employed, on the following subjects:

Efficiency and accuracy in his own work.

Character for maintaining discipline among, and getting good work from, his subordinates, and, when appropriate, anything else in his character or antecedents tending to show fitness for the position which he seeks.

The relative weight to be given to these subjects shall be as follows:

1. Technical knowledge	50
2. Experience	15
3. Mathematics	20
4. Reports, etc.	15
	100

tion in that regard and the reasons for it upon his application, which shall thereupon be placed on file in order of registration as hereinafter stated. Any willfully false statement or fraudulent conduct on the part of the applicant shall disqualify him for registration.

An applicant who fails to report for physical examination or who changes his (or her) paper after filing the same shall lose the registration number, and shall be required to make a new application.

For any other service than that of common laborer, candidates will be required to produce a certificate from some competent person or persons, of his ability to do the special kind of work for which he desires to be certified.

REGULATION 67.

All applicants determined to be qualified for the employment sought shall be registered in the order of their application in a labor register to be kept by the Labor Clerk. This register shall subdivide such applicants according to the kind of labor, unskilled or special, for which they are determined to be qualified. It shall state the name, age, residence, citizenship and previous occupation of the applicant, the kind of labor, unskilled or special, for which he is qualified, the date of his application, the number and relationship of the persons dependent upon him for support, the nature of his service, if any, in the army or navy of the United States in time of war, and of his discharge therefrom, his references and such other information with reference to the applicant as the Civil Service Commissioners may from time to time require.

No person shall be eligible for appointment for a longer period than one year from the date of his or her latest physical examination. To determine continued eligibility physical examinations of those already registered shall be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail, in order of his or her registration number, to report upon a fixed day and hour for examination. The names of all who do not report for said examina-

tion, and the names of all who are found not qualified as the result of said examination, shall be stricken from the eligible list.

The name of each person found qualified shall be retained upon the registration list in the order of his or her original registration.

Examinations for registry shall be held under the direction of the Civil Service Commissioners as often as the City Service may require.

On and after the 1st day of May, 1895, appointment to positions included in Schedule G shall be made from said registry, except as herein otherwise provided.

REGULATION 68.

When the services of laborers or other employees included in Schedule G are required in any Department of the City Service, the officer of such Department thereto duly authorized shall make a written requisition upon the Labor Clerk stating the number of persons required, the kind of labor, unskilled or special, for which they are required, and the time and place of employment. Upon receiving such requisition, the Labor Clerk, under the direction of the Civil Service Commissioners, shall certify to such officer, from the registry, the names of as many persons as there are vacancies to be filled, with the addition of two names for every ten vacancies, if the registry contain so many, stating as to each name, registration number, residence, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Civil Service Commissioners may direct. In making such certification the Labor Clerk shall certify in the order of registration:

First — Veterans with families dependent upon them for support.

Second — Other veterans.

Third — Persons, not veterans, with families dependent upon them for support; and the Commission may give a preference, based upon the number of persons so dependent and upon faithful service in the employ of the City.

Fourth — Other persons.

If there be no subdivision covering the kind of labor required, or if the names in such subdivision be exhausted, the Labor Clerk shall certify from the subdivision covering unskilled labor, unless the officer making the requisition shall designate some other subdivision and there shall be names enough therein to comply with the requisition; in such case the certification shall be made from such subdivision.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within ten days from the date of certification, the names, registration numbers and addresses of the persons so selected, provided, however, that whenever the officer who shall have made the requisition for a certain number shall employ a smaller number he shall not make the selection therefor from the whole number certified to him but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

REGULATION 69.

Any persons not selected shall remain upon the registry, and any persons selected shall, if they so request, be restored to the registry in the order in which they originally stood thereon upon the termination of the employment unless the employment has terminated by reason of the failure to work, incompetence or physical or moral disqualifications of the employe. In the case of every employe, the Department of the City Service employing him shall forthwith report to the Labor Clerk the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Civil Service Commissioners for that purpose, the date of such termination and the reason therefor, and the substance of such report shall be entered upon the registry against the name of such employe. No employe whose employment is terminated for the

reason of failure to work, incompetence or physical or moral disqualification shall be restored to the registry or be again eligible for registration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the Examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

REGULATION 70.

In case the Labor Clerk is at any time unable to fill a requisition, he shall certify the fact to the officer making the requisition, who shall then make the selection of the employes immediately required in such manner or under such regulations as the Civil Service Commissioners may from time to time prescribe.

Laborers so selected shall not be retained in employment for a longer time than one week, unless they shall present themselves at the Civil Service Labor Office for registration in the manner and under the conditions prescribed for those seeking employment as set forth in the special regulations in relation to the employment of Laborers.

REGULATION 71.

No laborer or other employe whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position or be appointed or promoted to any position classified in either of the other schedules, except upon the conditions prescribed in the Civil Service Regulations for appointment or promotion to such position.

Aqueduct Commission.

REGULATION 72.

A special Board of Examiners shall be organized for the examination of applicants for employment by the Aqueduct Commission in Schedules D, F and G, in the classification appended to the

preceding Regulations. The said Board shall consist of two Civil Engineers, to be designated by the Aqueduct Commissioners and approved by the Mayor, the Civil Engineer of the Examining Board and Chief Examiner. The Chief Examiner shall be Chairman.

A quorum for the conducting of any examination shall be two, of whom in all cases one shall be an engineer in the employ of the Aqueduct Commission and one a member of the regular Civil Service Examining Board, and the powers of this Board shall be the same as those given to the regular Examining Board by these Regulations.

It shall be the duty of such special Board of Examiners to conduct all examinations called for under this Regulation, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the Aqueduct Commission with regard to character, knowledge and ability for the branch of such service into which they seek to enter, and to determine the relative excellence or standing of the persons examined, and to certify the same as prescribed by these Regulations.

Application of competitors for positions in the Aqueduct Commission shall be made in the form to be prescribed by the Commission.

The general examination for admission to the places in Schedule D (being Part II of the classification appended to the preceding Regulations) shall be in writing, and on the following subjects:

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz.: Addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position. In addition to this the health and physical vigor of the applicant shall be tested as hereinafter required.

The relative weight to be given to these several subjects in making up the average standing shall be as follows:

1. Handwriting	1
2. Arithmetic	1
3. Technical knowledge	6
4. Experience	2
Total of weights	10

Those admitted to competition for the superior positions in Schedule D, Part I, shall be examined in writing on the following subjects:

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.

2. Experience tending to qualify the applicant for that position.

As part of the examination as to experience the special Examining Board shall make inquiries in writing of the persons with whom the applicant has studied, or by whom he has been employed, on the following subjects:

Efficiency and accuracy in his own work.

Character for maintaining discipline among, and getting good work from, his subordinates, and, when appropriate, anything else in his character or antecedents tending to show fitness for the position which he seeks.

The relative weight to be given to these subjects shall be as follows:

1. Technical knowledge	50
2. Experience	15
3. Mathematics	20
4. Reports, etc.	15
	100

When competition may not be found practicable to meet an exigency for special work in the positions of Assistant Engineers, Instrumentmen, Draughtsmen, Superintendents and Inspectors, and the fact of the exigency shall be made to appear by the certificate of the Aqueduct Commission, it shall be in the power of the Supervisory Board to institute noncompetitive examinations to temporarily fill such positions; but no appointment so made shall hold longer than for a period of three months.

Upon the presentation to the Secretary of the following certificate by the President and Chief Engineer of the Aqueduct Commission, and upon the going into effect of this Regulation, all persons employed by the said Commission prior to the 7th day of September, 1886, and who shall be named in such certificate, shall be considered as regularly in the employ of the said Commission, but the said Commission may, in its discretion, require any of said persons to pass an open competitive examination in order to be continued in the service.

Certificate.

The undersigned, President and Chief Engineer of the Aqueduct Commissioners, do certify that the persons whose names are given in the annexed list were employed by said Commissioners after a careful examination into their qualifications for the positions respectively held by them; that we are satisfied, after the experience actually had of their character and conduct, that they are severally qualified for the positions specified in the said list and that, in our judgment, any further examination as to their qualifications is unnecessary.

Except as in this regulation otherwise provided the preceding Regulations shall relate and apply to all appointments made by or under the authority of the Aqueduct Commission.

REGULATION 73.

No amendment to these regulations shall take effect until it has been printed for distribution, and twice published in the *City Record*.

Rules Adopted by the Civil Service Commission of the City of New York, Pursuant to Chapter 428 of the Laws of 1897.

REGULATION 74.

The ratings on all the present eligible lists of the New York City Civil Service Commission in Schedules A to F, both inclusive, shall be divided by two. The result will be the new rating required by section 1 of the act.

REGULATION 75.

The questions and answers in all examinations by the appointing power, under the provisions of section 2 of said act, shall either be in writing, or taken down stenographically and then reduced to writing.

REGULATION 76.

The questions put and the answers thereto, given upon all such examinations, with the rating of the appointing power thereon, shall be certified to the Secretary of the New York City Civil Service Commission, and eligible lists shall thereupon be made up by him, by adding the ratings as aforesaid under section 1 of said act to the ratings aforesaid under section 2 thereof, and certification shall be made from the eligible lists so prepared in answer to any requisition made to him.

REGULATION 77.

No question in any examination or proceeding by or under these rules shall call for the expression or disclosure of any political or religious opinion or affiliation, and if such opinion or affiliation be known no discrimination shall be made by reason thereof by the Examiners or the appointing power.

REGULATION 78.

Any candidate claiming that in the examination for fitness the requirements of section 4 of said act have been violated, shall have the right of appeal to the New York City Civil Service Commission, which shall hear and determine the same after notice to the appointing power, giving to him or them and the person aggrieved an opportunity to be heard.

REGULATION 79.

Except as herein provided, the regulations previously adopted and prescribed by the Mayor of the City of New York, and approved by the State Civil Service Commission, shall remain in force, and all examinations under the authority of the New York City Civil Service Commission shall be conducted in conformity therewith, and when any rating is made upon such examination, pursuant to the said regulations, it shall be divided by two, in the manner prescribed by rule 74, so as to conform to the provisions of section 1 of said act.

REGULATION 80.

When there is no eligible list of merit for the position for which a requisition is made, and upon receipt of a certificate to that effect from the Secretary of the Civil Service Commission, any Department may make a temporary appointment to said position. The right of said appointee to retain such position shall cease within thirty days of the receipt by the Department so appointing, of a certification from the Secretary of the Civil Service Commission of an eligible list for merit for the position to which temporary appointment has been made.

APPENDIX III.**Definition of Schedules.**

Schedule A shall comprise all positions which are classified as exempt from examination or which are subject to a noncompetitive examination.

Schedule B shall comprise all positions of a clerical nature, which shall be graded as follows:

Office Boy:

Annual compensation of \$300 or less.

Junior Clerks:

Annual compensation of \$600 or less.

Senior Clerks and like employes:

First grade, annual compensation not more than \$1,000.

Second grade, annual compensation not more than \$1,500.

Third grade, annual compensation not more than \$2,000.

Fourth grade, annual compensation not more than \$2,500.

Fifth grade, annual compensation more than \$2,500.

Schedule C shall comprise the positions of Policeman and Uniformed Fireman.

Schedule D, Part I, shall comprise all positions of a higher professional nature, for which a diploma or certificate is required. Part II shall comprise all positions of a lower professional nature, for which a diploma is not required.

Engineering positions shall be graded as follows:

Position.	Grade.	Maximum.
FIRST GRADE.		
Axeman		\$900
SECOND GRADE.		
Chainman		\$1,080
Rodman		1,200
THIRD GRADE.		
Leveler		\$1,320
FOURTH GRADE.		
Engineer Inspector		\$1,500
Computer		1,800
Transitman		1,800
FIFTH GRADE.		
Assistant Engineer		\$2,100
SIXTH GRADE.		
Principal Assistant Engineer		\$3,000
FOURTH GRADE.		
Draughtsman, General		\$1,800
“ Architectural or Mechanical		1,800
“ Topographical		1,800

FIFTH GRADE.

Draughtsman, Chief \$2,000

Schedule E shall comprise all positions where medical services are rendered.

Schedule F shall comprise all positions of a miscellaneous nature.

Schedule G shall comprise the following positions:

. Letters of recommendation from former employers must be furnished by applicants for all positions other than common laborer.

Baker.	Foreman of Laborers.
Barber.	Gas Maker.
Basket Maker.	Gas Maker's Assistant.
Batteryman.	Groundman.
Batteryman's Assistant.	*Horseshoer.
*Blacksmith.	*Hose Repairer.
*Blacksmith's Helper.	*Hose Repairer's Helper.
*Blacksmith and Tool Sharpener.	Hospital Helper (Male and Female).
Boat Builder.	Hospital Helper (Mechanic).
Boatman.	*Housesmith.
*Bricklayer.	Laborer.
Bridge Tender.	Lighter of Markets.
Butcher.	Lineman.
*Cabinet Maker.	*Machinist.
*Carpenter (House).	*Machinist's Apprentice (under 18 years).
*Carpenter (Ship).	*Machinist's Helper.
*Carpenter (Rustic).	Mason.
*Cement Worker.	Mower.
Cleaner (Male and Female).	Oiler.
Cook (Male).	*Painter (Decorator).
Cooper.	*Painter (Grainer).
*Coppersmith.	*Painter (House).
Coxswain.	*Painter (Letterer).
Cutter.	*Painter (Carriage).
Deckhand.	Paver.
Diver's Tender.	*Pipe Calker.
Dock Builder.	*Pipe Fitter.
Elevator Man.	*Plasterer.
Flagger.	*Plumber.
Foreman's Assistant.	

* Subject to trade examination.

The relative weight to be given to these several subjects in making up the average standing shall be as follows:

1. Handwriting	1
2. Arithmetic	1
3. Technical knowledge	6
4. Experience	2
Total of weights	10

Those admitted to competition for the superior positions in Schedule D, Part I, shall be examined in writing on the following subjects:

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.
2. Experience tending to qualify the applicant for that position.

As part of the examination as to experience the special Examining Board shall make inquiries in writing of the persons with whom the applicant has studied, or by whom he has been employed, on the following subjects:

Efficiency and accuracy in his own work.

Character for maintaining discipline among, and getting good work from, his subordinates, and, when appropriate, anything else in his character or antecedents tending to show fitness for the position which he seeks.

The relative weight to be given to these subjects shall be as follows:

1. Technical knowledge	50
2. Experience	15
3. Mathematics	20
4. Reports, etc.	15
	100

SCHEDULES

SHOWING THE

Classification of the Civil Service of the City of New York, Pursuant to the Foregoing Regulations.

COMMISSIONERS OF ACCOUNTS.

Schedule A (page 101).

Chief Clerk.

| Examiners.
| Engineers.

Schedule B (page 125).

Clerks (as graded in Appendix III, page 150).

| Office Boy or Girl.
|

Schedule D (page 136).

Part II.

Assistant Examiner.

| Assistant Engineer.

Schedule F (page 139).

Stenographer and Typewriter.

| Messenger.

Schedule G (page 140).

Laborers (Appendix III, page 150).

PUBLIC ADMINISTRATOR.

Schedule A (page 101).

Assistant to Public Administrator.

Schedule B (page 125).

Clerks (as graded in Appendix III, page 150).

| Law Clerk.
| Office Boy or Girl.

Schedule F (page 139).

Stenographer.

| Messenger.

BOARD OF ALDERMEN.

Schedule A — Subject to noncompetitive examination.
City Surveyor.

Schedule B (page 125).

Deputy Clerk.
Engrossing Clerk.

| Clerks (as graded in Appendix
page 150).

Schedule D (page 136).

Schedule F (page 139).

Sergeant-at-Arms.
Librarian.

| Messenger.
| Stenographer and Typewriter.

Rules Adopted by the Civil Service Commission of the City of New York, Pursuant to Chapter 428 of the Laws of 1897.

REGULATION 74.

The ratings on all the present eligible lists of the New York City Civil Service Commission in Schedules A to F, both inclusive, shall be divided by two. The result will be the new rating required by section 1 of the act.

REGULATION 75.

The questions and answers in all examinations by the appointing power, under the provisions of section 2 of said act, shall either be in writing, or taken down stenographically and then reduced to writing.

REGULATION 76.

The questions put and the answers thereto, given upon all such examinations, with the rating of the appointing power thereon, shall be certified to the Secretary of the New York City Civil Service Commission, and eligible lists shall thereupon be made up by him, by adding the ratings as aforesaid under section 1 of said act to the ratings aforesaid under section 2 thereof, and certification shall be made from the eligible lists so prepared in answer to any requisition made to him.

REGULATION 77.

No question in any examination or proceeding by or under these rules shall call for the expression or disclosure of any political or religious opinion or affiliation, and if such opinion or affiliation be known no discrimination shall be made by reason thereof by the Examiners or the appointing power.

REGULATION 78.

Any candidate claiming that in the examination for fitness the requirements of section 4 of said act have been violated, shall have the right of appeal to the New York City Civil Service Commission, which shall hear and determine the same after notice to the appointing power, giving to him or them and the person aggrieved an opportunity to be heard.

Schedule D (page 136).

Part I.	Inspector of Plumbing.
Second Deputy Superintendent.	Light and Ventilation.
	Building Inspector, Masonry.
Part II.	Building Inspector, Carpentry.
Inspector to Supervise Elevators (Machinists).	Inspector of Iron and Steel Construction.
	Chief Inspector.

Schedule F (page 139).

Stenographer and Typewriter.	Driver.
Messenger.	

Schedule G (page 140).

Laborers (Appendix III, page 150).

DEPARTMENT OF PUBLIC CHARITIES.

Schedule A (page 101).

Secretary.	Treasurer's Clerk.
Chaplains.	

Schedule A — Noncompetitive.

Pilots.	Engineman (Marine).
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Schedule B (page 125).

Clerks (as graded in Appendix III, page 150).	Office Boy or Girl.
Executive Clerk.	General Bookkeeper.
Property Clerk.	Auditor.

Schedule D (page 136).

Part II.	Part II.
Apothecary.	Photographer of the Unknown Dead.
Chemist.	Part I.
Druggist.	Superintendent Training School.
Mechanical Engineer.	Dept. Superintendent Training School.

Schedule E (page 138).

Visiting Oculist.	Matron.
Physician.	Nurse.
Surgeon.	Medical Superintendents of Hospitals.
Assistant Physician.	

Schedule F (page 139).

Purchasing Agent.	Investigating Officer Lodging-House for Homeless Men.
General Storekeeper.	Night Officer Lodging-House for Homeless Men.
Superintendents of Hospitals and Almshouses.	Superintendent of Hospitals.
Superintendents of Out-door Poor Department.	Deputy Superintendent.
Deputy Superintendent of Out-door Poor Department.	Visitor Out-door Poor Department.
Permanent Visitor.	Registrar.
Superintendent Morgue or Keeper.	Stenographer and Typewriter.
Superintendent Drug Department.	Teacher.
Superintendent Stables.	Medical Bath Attendant.
Manager Lodging-House of Homeless Men.	Messenger.
Assistant Manager Lodging-House of Homeless Men.	Laboratory Attendant.
	Captain (Steamboat).
	Chef.
	Coxswain.

Third grade, annual compensation not more than \$2,000.

Fourth grade, annual compensation not more than \$2,500.

Fifth grade, annual compensation more than \$2,500.

Schedule C shall comprise the positions of Policeman and Uniformed Fireman.

Schedule D, Part I, shall comprise all positions of a higher professional nature, for which a diploma or certificate is required. Part II shall comprise all positions of a lower professional nature, for which a diploma is not required.

Engineering positions shall be graded as follows:

Position.	Grade.	Maximum.
FIRST GRADE.		
Axeman		\$900
SECOND GRADE.		
Chainman		\$1,080
Rodman		1,200
THIRD GRADE.		
Leveler		\$1,320
FOURTH GRADE.		
Engineer Inspector		\$1,500
Computer		1,800
Transitman		1,800
FIFTH GRADE.		
Assistant Engineer		\$2,100
SIXTH GRADE.		
Principal Assistant Engineer		\$3,000
FOURTH GRADE.		
Draughtsman, General		\$1,800
“ Architectural or Mechanical		1,800
“ Topographical		1,800

Schedule E (page 138).

Physician.	Apothecary.
Matron.	Nurse.

Schedule F (page 139).

Purchasing Agent.	Engine-man (Stationary).
General Storekeeper.	Foreman.
Wardens of Prisons and Workhouses.	Assistant Foreman.
Deputy Warden.	Housekeeper.
Stenographer and Typewriter.	Harnessmaker.
Keepers (Male and Female)	Janitor.
Orderlies (Male and Female).	Master Mechanic.
Chef.	Watchman.
Captain.	Messenger.
Driver.	

Schedule G (page 140).**Laborers (Appendix III, page 150).****COURT OF SPECIAL SESSIONS.****Schedule B (page 125).**

Chief Clerk.	Assistant Clerks.
Deputy Clerk.	Subpoena Clerk.

Schedule F (page 139).

Court Stenographer.	Messenger.
Interpreter.	Attendant.
Stenographer and Typewriter.	

CITY MAGISTRATES' COURTS.**Schedule B (page 125).**

Police Clerk.	Assistant Police Clerk.
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Schedule F (page 139).

Stenographer.	Attendant.
Interpreter.	

DISTRICT CIVIL COURTS.**Schedule B (page 125).**

Chief Clerk.	Assistant Clerk.
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Schedule F (page 139).

Court Stenographer.	Attendant.
Interpreter.	Janitor.

DEPARTMENT OF DOCKS.**Schedule A (page 101).**

Private Secretary to the President.	Engineer-in-Chief.
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Schedule A — Noncompetitive.

Pilot.	Engineman (Marine).
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Schedule B (page 125).

Secretary.	Clerks (as graded in Appendix
Assistant Secretary.	page 150).
Chief Clerk.	Office Boy or Girl.
Copyist.	Timekeeper.
Property Clerk.	

Rammer.	Tinsmith.
Rigger.	Toolman.
*Roofer.	Truckman.
*Saw Filer.	*Varnisher.
Scowman.	*Wheelwright.
Seamstress.	*Woodworker.
*Ship Calker.	Sweeper, Department of Street Clean-
Shoemaker.	ing.
Sounder.	Driver, Department of Street Clean-
Stableman.	ing.
Steward on Tug.	Dump-Boardman, Department of
Stoker.	Street Cleaning.
*Stonecutter.	Mechanics, Department of Street
Tailor.	Cleaning.
*Tapper.	Mechanics' Helper, Department of
*Tapper's Assistant.	Street Cleaning.

Provided, however, that no public employe, however designated, whether as "Skilled Laborer" or otherwise, who may be called to do or shall in fact do any clerical work, shall be included in Schedule G.

The Inspectors of Election and Poll Clerks are exempt from examination, as required by chapter 357 of the Laws of 1884. Special Patrolmen, appointed pursuant to section 269 of the New York City Consolidation Act, are also exempt from examination.

* Subject to trade examination.

Schedule F (page 139).

Laborers (Appendix III, page 150).

BOARD OF ELECTRICAL CONTROL.

Schedule A (page 101).

Secretary.

Schedule B (page 125).

Assistant Secretary.

Clerks (as graded in Appendix III,
page 150).

Office Boy or Girl.

Schedule D (page 130).

Part II.

First Grade —

Inspector.

Second Grade —

Roundsmen Inspector.

Third Grade —

Chief Inspector.

Engineer.

Electrical Expert.

Schedule F (page 139).

Stenographer and Typewriter.

Messenger.

Schedule G (page 140).

Laborers (Appendix III, page 150).

BOARD OF ESTIMATE AND APPORTIONMENT.

Schedule A (page 101).

Chief Clerk.

Schedule B (page 125).

Clerks (as graded in Appendix III, page 48).

FINANCE DEPARTMENT.

Schedule A (page 101).

Comptroller.

Deputy Comptroller.

Assistant Deputy Comptroller.

Auditors.

Deputy Auditor.

Confidential Clerk to Comptroller.

Paymaster.

Collector of Assessments and Assistant.

Receiver of Taxes and Deputy.

Cashiers.

Assistant Cashiers.

Collector of City Revenues and Superintendent of Markets.

Examiners of Accounts of Institutions.

Subject to noncompetitive examination.

Messenger in the Paymaster's Office and Auditing Bureau.

Schedule B (page 125).

Custodian Mortgages, Titles, Deeds,
etc.

Deputy Collector of City Revenue.

Register of Claims.

General Bookkeeper.

Bookkeeper.

Chief Clerk.

Paymaster's Clerk.

Clerk of Market.

Law Clerk.

Clerks (as graded in Appendix III,
page 150).

Office Boy or Girl.

Chief Clerk to the Collector of City
Revenue and Superintendent of
Markets.

Schedule D (page 136).

Part II.	Assistant Engineer.
Engineer Corps (as graded in Appendix III, page 150).	Inspector.
Engineer.	Inspector of Coal.
Engineer on Pavements and Pavement Work.	Inspector of Provisions.

Schedule F (page 139).

Examiner of Trust Account.	Stenographer and Typewriter.
Examiner of Interest.	Doorkeeper.
Examiner of Assessment.	Messenger.
Examiner of Pay-roll.	Watchman.
Examiner of Coupons and Claims.	Special Messenger to Receiver of Taxes.
Examiner.	

Schedule G (page 140).

Laborers (Appendix III, page 150).

FIRE DEPARTMENT.

Schedule A (page 101).

Secretary.	Attorney and Counsel.
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Schedule B (page 125).

Assistant Secretary.	Bookkeeper.
Secretary of the Relief Fund.	Clerks (as graded in Appendix III, page 150).
Executive Clerk of Repairs to the Building Superintendent and Tenement-house Permits.	Cashier.
Confidential Clerk.	Auditor.
	Office Boy or Girl.

Schedule C (page 127).

First Grade—	Fifth Grade—
Uniformed Fireman.	Assistant Chief of Department.
Second Grade—	Sixth Grade—
Assistant Foreman and Foreman.	Deputy Chief of Department.
Third Grade—	Chief of Department.
Chief Instructor.	Engineer of Steamer.
Fourth Grade—	
Chief of Battalion.	

Schedule D (page 136).

Part II.	Second Grade—
Oil Surveyor.	Chief Operator.
Inspector of Combustibles.	Third Grade—
Inspector of Buildings.	Superintendent of Telegraph.
Mechanical Engineer.	Inspectors.
Draughtsman.	First Grade—
Part I.	Inspector Fire-alarm Boxes.
Building Superintendent.	Inspector Electrical Wires and Apparatus.
Assistant Building Superintendent.	Second Grade—
Surveyor.	Assistant Chief Inspector.
Part II.	Third Grade—
First Grade—	Chief Inspector.
Operator and Assistant.	

Schedule E (page 138).

Medical Officer.

Schedule F (page 139).

Fire Marshal.	Engineman (Stationary and Marine
Deputy Fire Marshal.	Foreman.
Assistant Fire Marshal.	Foreman's Assistant.
Confidential Examiner.	Harnessmaker.
Receiver of Supplies.	Instrument Maker.
Purchasing Agent.	Janitor.
Superintendent of Stables.	Messenger.
Deputy Superintendent of Stables.	Weighmaster.
Stenographer and Typewriter.	Watchman.
Messenger.	Stableman.
Boilermaker.	Oil Collector.
Driver.	

Schedule G (page 140).

Laborers (Appendix III, page 150).

HEALTH DEPARTMENT.

Schedule A (page 101).

All minor positions in the Hospitals for Contagious Diseases.

Schedule B (page 125).

Secretary.	Clerks (as graded in Appendix III
Chief and Auditing Clerk.	page 150).
Law Clerk.	Office Boy or Girl.
Complaint Clerk.	

Schedule D (page 136).

Part I.	Medical School Inspector.
Attorney and Counsel.	Inspector Burial Permits.
Assistant Counsel.	Veterinarian.
Sanitary Superintendent.	Part II.
Assistant Sanitary Superintendent.	Chief Sanitary Inspector.
Register of Records.	Chief Inspector Food and Offensiv
Deputy Register of Records.	Trades.
Chief Inspector of Contagious Dis-	First Grade —
eases.	Assistant Chemist.
Assistant Chief Inspector of Con-	Second Grade —
tagious Diseases.	Chemist.
Pathologist, and Director of Bacteri-	Sanitary Inspector (Lay).
ological Laboratory.	Sanitary Police.
Assistant Director of Bacteriological	Inspector of Fish.
Laboratory.	Inspector of Food.
Assistant Bacteriologist.	Inspector of Fruit.
Assistant Pathologist.	Inspector of Meats.
Sanitary Inspector (Medical).	Inspector of Milk.
Medical Inspector.	Inspector of Offensive Trades.
Chief Medical School Inspector.	

Schedule E (page 138).

Resident Physician.	Matron.
Assistant Resident Physician.	

Schedule F (page 139).

Stenographer and Typewriter.	Laboratory Attendant.
Telephone Operator.	Messenger.
Captain.	Driver.
Engineman (Marine and Stationary).	Foreman.
Disinfecter.	Assistant Foreman.
Assistant Disinfecter.	Inspector, Mercantile Establishmen
Laboratory Assistant.	Life Savers.

Schedule G (page 140).

Laborers (Appendix III, page 150).

COMMISSIONER OF JURORS.

Schedule A (page 101).

Deputy Commissioner.

Schedule B (page 125).

Chief Clerk.
Enrollment Clerk.
Exempt Clerk.Clerks (as graded in Appendix III,
page 150).
Office Boy or Girl.

Schedule F (page 139).

Assistant Deputy Commissioner.
Stenographer and Typewriter.Canvasser.
Process Server.

LAW DEPARTMENT.

Schedule A (page 101).

Assistants to Corporation Counsel.
Attorney to the Department of Street
Improvements, Twenty-third and
Twenty-fourth Wards.
Corporation Attorney.First Assistant to the Corporation At-
torney.
Second Assistant to the Corporation
Attorney.
Chief Clerk to the Corporation Coun-
sel.

Schedule B (page 125).

Clerk to Attorney, Department Street
Improvements, Twenty-third and
Twenty-fourth Wards.
Register Clerk.
Process Clerk.
Clerks (as graded in Appendix III,
page 150).Copyist.
First Grade —
Junior Law Clerk.
Second Grade —
Senior Law Clerk.
Office Boy or Girl.

Schedule D (page 136).

Part II.

Examiner.

Schedule F (page 139).

Librarian.
Stenographer and Typewriter.Messenger.
Process Server.

MAYOR'S OFFICE.

Schedule A (page 101).

Secretary.
Confidential Clerk.

Chief Clerk.

Schedule B (page 125).

Warrant and Bond Clerk.
Clerks (as graded in Appendix III,
page 150).

Office Boy or Girl.

Schedule F (page 139).

Stenographer and Typewriter.
Messenger.
First Grade —
First Marshal.Second Grade —
Second Marshal.
Inspectors and Sealers of Weights
and Measures.

DEPARTMENT OF PUBLIC PARKS.

Schedule A (page 101).

Secretary.
Private Secretary to the President.

Landscape Architect.

Schedule B (page 125).

Assistant Secretary.	Timekeeper.
Clerks (as graded in Appendix III, page 150).	Office Boy or Girl.

Schedule C (page 127).

First Grade —	Third Grade —
Park Policeman.	Sergeant.
Second Grade —	Fourth Grade —
Roundsmen.	Captain.

Schedule D (page 136).

Part II. Engineer Corps (as graded in Appendix III, page 150). Draughtsman. Mechanical Assistant. Mechanical Engineer. Part I. Assistant Engineer and Draughtsman. Entomologist. Meteorologist. Engineer of Construction. Topographical Engineer. Architect.	Part II. Chainman. Rodman. Leveler. Transitman. Computer. Inspectors: First Grade — Inspector of Shops. Inspector Pier Building. Second Grade — Assistant General Inspector. Third Grade — General Inspector.
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Schedule F (page 139).

Superintendent, Superintendent of Supplies and Repairs.	Driver.
Superintendent Harlem River Drive-way.	Engineman (Stationary and Marine)
Director of Menagerie.	Foreman.
Doorman.	Foreman's Assistant.
Stenographer and Typewriter.	Gardener.
Purchasing Agent.	Gardener's Apprentice.
Cottage Attendant (Female).	Harnessmaker.
	Janitor.
	Axeman.

Schedule G (page 140).

Laborers (Appendix III, page 150).

RAPID TRANSIT COMMISSION.

Schedule A (page 101).

Secretary.	Chief Engineer.
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Schedule F (page 139).

Messenger.

DEPARTMENT OF STREET CLEANING.

Schedule A (page 101).

Deputy Commissioner.	Private Secretary.
Superintendent.	

Schedule A — Noncompetitive.

Pilots.	Supervisor of Girls' Juvenile League
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Schedule B (page 125).

Chief Clerk.	Clerks (as graded in Appendix II page 150).
Property Clerk.	Office Boy or Girl.
Application and Registration Clerk.	
Bookkeeper.	

Schedule D (page 136).

Part II.	
Map Clerk and Draughtsman.	Tug and Scow Inspector. Dump Inspector and Assistant.

Schedule E (page 138).

Medical Examiner.

Schedule F (page 139).

General Superintendent.	Acting Assistant Section Foreman.
Assistant Superintendent.	Dump Inspector.
Superintendent of Stables.	Assistant Dump Inspector.
Superintendent of Final Disposition.	Tug and Scow Inspector.
Assistant Superintendent of Final Disposition.	Stable Foreman.
District Superintendent.	Acting Assistant Stable Foreman.
Time Collector.	Hostlers.
Section Foreman.	Master Mechanic.
	Stenographer.

Schedule G (page 140).

Laborers (Appendix III, page 150).

DEPARTMENT OF STREET IMPROVEMENTS, TWENTY-THIRD
AND TWENTY-FOURTH WARDS.

Schedule A (page 101).

Deputy Commissioner.	Chief Topographical Engineer and
Secretary.	Engineer of Concourse.
	Engineer of Construction.

Schedule B (page 125).

Clerks (as graded in Appendix III, page 150).	Office Boy or Girl.
General Bookkeeper.	Timekeeper.

Schedule D (page 136).

Part II.		Part I.	
Engineering Corps (as graded in Appendix III, page 150).	Topographical Engineer.	Fourth Grade —	Assistant Engineer.
Mechanical Engineer.	Draughtsman.	Part II.	
Mechanical Draughtsman.	Inspector Regulating, Grading and Paving.	Chainman.	Rodman.
Inspector Sewers, Connections, etc.		Leveler.	Transitman.
		Computer.	

Schedule F (page 139).

General Superintendent of Maintenance.	General Inspector.
Superintendent of Maintenance.	Messenger.
Assistant Superintendent of Maintenance.	Pruner.
Engineman (Stationary).	Stenographer and Typewriter.
	Watchman.
	Axeman.

Schedule G (page 140).

Laborers (Appendix III, page 150).

BUREAU OF STREET OPENINGS.**Schedule A (page 101).****Assistants to Corporation Counsel.****Schedule B (page 125).**

General Bookkeeper.	Clerks.
Clerk to Bureau of Street Openings.	

Schedule F (page 139).

Computer of Accounts.	Stenographer and Typewriter.
Searcher.	

Schedule G (page 140).**Laborers (Appendix III, page 150).****SINKING FUND COMMISSION.****Schedule F (page 139).****Stenographer and Typewriter.****DEPARTMENT OF TAXES AND ASSESSMENTS.****Schedule A (page 101).****Secretary.****Schedule B (page 125).**

Accountant.	Office Boy or Girl.
Clerks (as graded in Appendix III, page 150).	Assistant Secretary.

Schedule D (page 136).

Part I.	Surveyor.	Part II.
Deputy Commissioner.		
Engineering Corps (as graded in Appendix III, page 150).	Draughtsman.	
Assistant Surveyor.		

Schedule F (page 139).

Assistant to Commissioner.	Assessor.
Stenographer and Typewriter.	

DEPARTMENT OF PUBLIC WORKS.**Schedule A (page 101).**

Deputy Commissioner.	Water Register.
Consulting Engineer.	Secretary.
Chief Engineer.	Engineer in Charge of Sewers.
Cashier.	Stenographer to the Commissioner.
Assistant Cashier.	

Schedule B (page 125).

Chief Clerk.	Timekeeper.
General Bookkeeper.	Office Boy or Girl.
Clerks (as graded in Appendix III, page 150).	

Schedule D (page 136).

Part II.
 ring Corps (as graded in Ap-
 III, page 150).
 erk.
 sman (Topographical and Me-
 al).
 cal Engineer.
 ic Engineer.

Part I.
 ring Corps:
 ant Engineer.
 raphical Engineer.
 ant Engineer in Charge of
 ers.
 r of Subsurface Construction.

Part II.
 an.
 .
 nan.

Inspectors:

First Grade —

Inspector of Making Pipes.
 Inspector of Making Hydrants.
 Inspector of Masonry.
 Inspector of Laying Pipe.
 Inspector of Construction.
 Inspector of Bureau of Incum-
 brances.

Inspector of Lamps and Gas.
 Inspector of Vaults and Areas.
 Inspector of Paving, Regulating
 and Grading (Engineer).
 Inspector of Meters and Water
 Consumption.

Inspector of Cement.
 Inspector of Sewer Connections.
 Inspector and Weigher of Coal.
 Inspector of Openings in High-
 ways.

Second Grade —

Assistant General Inspector.

Third Grade —

General Inspector.

Schedule F (page 139).

endent of Lamps and Gas.
 endent of Incumbrances.
 endent of Streets and Roads.
 endent of Repairs and Sup-
 .
 endent of Street Improve-
 .
 er of Complaints.
 ipher and Typewriter.
 r.
 itendant (Male and Female).

Engineman.
 Gardener.
 Foreman.
 Assistant Foreman.
 Janitor.
 Keeper (on Aqueduct).
 Messenger.
 Patrolman on Aqueduct.
 Rockman.
 Watchman.
 Axeman.

Schedule G (page 140).

s (Appendix III, page 150).

ALPHABETICAL LIST OF POSITIONS.

A.

Schedule A — Alderman.	Schedule F — Attendant, Cottage (Female).
Schedule D 2 — Apothecary and Assistant.	Schedule G — Attendant, Elevator.
Schedule D 1 — Architect.	Schedule F — Attendant, Laboratory.
Schedule D 2 — Architectural Draughtsman.	Schedule F — Attendant, Medical Bath.
Schedule F — Assessor.	Schedule F — Attendant, Hospitals.
Schedule A — Assistant to Corporation Counsel, \$4,000 or more per annum.	Schedule F — Attendant, Pier.
Schedule D 1 — Assistant Engineer.	Schedule F — Attendance Officer.
Schedule F — Assistant to Commissioner.	Schedule A — Attorney and Assistant.
Schedule A — Assistant City Superintendent (Board of Education).	Schedule A — Auditor of Accounts, Deputy.
Schedule F — Attendant, Bath.	Schedule F — Axeman.

B.

Schedule D 1 — Bacteriologist and Assistant Bacteriologist.	Schedule G — Boatman.
Schedule G — Baker.	Schedule G — Boatbuilder.
Schedule G — Barber.	Schedule F — Boilermaker.
Schedule G — Basketmaker.	Schedule F — Bookbinder.
Schedule G — Batteryman and Assistant.	Schedule B — Bookkeeper.
Schedule G — Blacksmith.	Schedule G — Bricklayer.
Schedule G — Blacksmith Helper.	Schedule G — Bridgetender.
	Schedule G — Butcher.

C.

Schedule G — Cabinet Maker.	Schedule C — Chief of Fire Department and Assistant.
Schedule G — Calker (Ship and Pipe).	Schedule C — Chief of Battalion (Fire Department).
Schedule F — Canvasser.	Schedule C — Chief Instructor (Fire Department).
Schedule C — Captain of Police.	Schedule C — Chief of Department and First and Second Assistant.
Schedule F — Captain (Steamboat).	Schedule B — Chief Clerk to the Collector of City Revenue and Superintendent of Markets.
Schedule G — Carpenter.	Schedule D 2 — Chemist and Assistant Chemist.
Schedule A — Cashier.	Schedule A — City Paymaster.
Schedule B — Cashier Assistant.	Schedule D — City Surveyor.
Schedule G — Cement Worker.	Schedule G — Cleaner.
Schedule D 2 — Chainman.	Schedule B — Clerk.
Schedule A — Chamberlain.	
Schedule G — Chambermaid.	
Schedule A — Chaplain.	
Schedule F — Chef.	
Schedule C — Chief Park Police.	
Schedule E — Chief of Staff, Department of Charities.	

Schedule G (page 140).

Laborers (Appendix III, page 150).

COMMISSIONER OF JURORS.

Schedule A (page 101).

Deputy Commissioner.

Schedule B (page 125).

Chief Clerk.
Enrollment Clerk.
Exempt Clerk.Clerks (as graded in Appendix III,
page 150).
Office Boy or Girl.

Schedule F (page 139).

Assistant Deputy Commissioner.
Stenographer and Typewriter.Canvasser.
Process Server.**LAW DEPARTMENT.**

Schedule A (page 101).

Assistants to Corporation Counsel.
Attorney to the Department of Street
Improvements, Twenty-third and
Twenty-fourth Wards.
Corporation Attorney.First Assistant to the Corporation At-
torney.
Second Assistant to the Corporation
Attorney.
Chief Clerk to the Corporation Coun-
sel.

Schedule B (page 125).

Clerk to Attorney, Department Street
Improvements, Twenty-third and
Twenty-fourth Wards.
Register Clerk.
Process Clerk.
Clerks (as graded in Appendix III,
page 150).Copyist.
First Grade —
Junior Law Clerk.
Second Grade —
Senior Law Clerk.
Office Boy or Girl.

Schedule D (page 136).

Part II.

Examiner.

Schedule F (page 139).

Librarian.
Stenographer and Typewriter.Messenger.
Process Server.**MAYOR'S OFFICE.**

Schedule A (page 101).

Secretary.
Confidential Clerk.

Chief Clerk.

Schedule B (page 125).

Warrant and Bond Clerk.
Clerks (as graded in Appendix III,
page 150).

Office Boy or Girl.

Schedule F (page 139).

Stenographer and Typewriter.
Messenger.
First Grade —
First Marshal.Second Grade —
Second Marshal.
Inspectors and Sealers of Weights
and Measures.**DEPARTMENT OF PUBLIC PARKS.**

Schedule A (page 101).

Secretary.
Private Secretary to the President.

Landscape Architect.

Schedule D 1 — Engineer, Mechanical.

Schedule D 1 — Engineer, Topographical.

Schedule D 1 — Entomologist.

Schedule A — Examiner (Commissioner of Accounts).

Schedule F — Examiner (Chief) (Civil Service).

Schedule F — Examiner (Civil Service, Finance, Law Departments).

Schedule F — Examiner, Assistant (Civil Service).

Schedule F — Examiner of Claims (Finance).

Schedule F — Examiner of Complaint (Public Works).

Schedule F — Examiner of Coupons (Finance).

Schedule F — Examiner of Dependent Children (Charities).

Schedule E — Examining Physician, Bureau of Medical and Surgical Relief.

Schedule E — Examining Physician (Civil Service Boards), (Fire Department), (Street Cleaning Department).

F.

Schedule F — Farmer.

Schedule G — Fireman (Boiler).

Schedule C — Fireman (Uniform).

Schedule F — Fire Marshal and Assistant.

Schedule F — First Assistant Corporation Counsel.

Schedule F — Florist.

Schedule G — Flagger.

Schedule C — Foreman (Fire Department).

Schedule C — Foreman, Assistant (Fire Department).

Schedule F — Foreman, Assistant (Mechanics).

Schedule G — Foreman (General) of Laborers.

Schedule G — Foreman of Piling and Woodwork.

G.

Schedule F — Gardener.

Schedule F — Gardener's Apprentice.

Schedule G — Gasmaker and Assistant.

Schedule G — Groundman.

H.

Schedule F — Harnessmaker.

Schedule G — Helper, Skilled (Department of Public Charities).

Schedule G — Horseshoer.

Schedule G — Hose Repairer.

Schedule G — Hose Repairer, Helper.

Schedule G — Housesmith.

Schedule D 1 — Hydraulic Engineer.

Schedule D 2 — Hydrographer.

I.

Schedule D 2 — Inspector, General.

Schedule D 2 — Inspector.

Schedule D 2 — Inspector of Bridges.

Schedule D 2 — Inspector of Buildings — Iron and Steel Construction, Masonry and Carpentry.

Schedule D 1 — Inspector of Burial Permits.

Schedule D 2 — Inspector, Bureau of Incumbrances.

Schedule D 2 — Inspector of Cement.

Schedule D 2 — Inspector of Combustibles.

Schedule D 1 — Inspector of Contagious Diseases, Chief and Assistant.

Schedule D 2 — Inspector District and Assistant.

Schedule D 2 — Inspector of Dredging.

Schedule D 2 — Inspector of Dump and Assistant.

Schedule D 2 — Inspector of Dumping of Dredged Material.

Schedule D (page 136).

Part II.	
Map Clerk and Draughtsman.	Tug and Scow Inspector. Dump Inspector and Assistant.

Schedule E (page 138).

Medical Examiner.

Schedule F (page 139).

General Superintendent.	Acting Assistant Section Foreman.
Assistant Superintendent.	Dump Inspector.
Superintendent of Stables.	Assistant Dump Inspector.
Superintendent of Final Disposition.	Tug and Scow Inspector.
Assistant Superintendent of Final Disposition.	Stable Foreman.
District Superintendent.	Acting Assistant Stable Foreman.
Time Collector.	Hostlers.
Section Foreman.	Master Mechanic.
	Stenographer.

Schedule G (page 140).

Laborers (Appendix III, page 150).

DEPARTMENT OF STREET IMPROVEMENTS, TWENTY-THIRD
AND TWENTY-FOURTH WARDS.

Schedule A (page 101).

Deputy Commissioner.	Chief Topographical Engineer and
Secretary.	Engineer of Concourse.
	Engineer of Construction.

Schedule B (page 125).

Clerks (as graded in Appendix III, page 150).	Office Boy or Girl.
General Bookkeeper.	Timekeeper.

Schedule D (page 136).

Part II.		Part I.	
Engineering Corps (as graded in Appendix III, page 150).		Fourth Grade—	
Topographical Engineer.		Assistant Engineer.	
Mechanical Engineer.			Part II.
Draughtsman.		Chainman.	
Mechanical Draughtsman.		Rodman.	
Inspector Regulating, Grading and Paving.		Leveler.	
Inspector Sewers, Connections, etc.		Transitman.	
		Computer.	

Schedule F (page 139).

General Superintendent of Maintenance.	General Inspector.
Superintendent of Maintenance.	Messenger.
Assistant Superintendent of Maintenance.	Pruner.
Engineman (Stationary).	Stenographer and Typewriter.
	Watchman.
	Axeman.

Schedule G (page 140).

Laborers (Appendix III, page 150).

M.

Schedule F — Master Mechanic.
 Schedule G — Machinist.
 Schedule G — Machinist's Helper.
 Schedule G — Machinist's Apprentice.
 Schedule D 2 — Map Clerk.
 Schedule F — Marshal (First and Second).
 Schedule G — Mason.
 Schedule F — Mare.
 Schedule E — Marron.
 Schedule A — Mayor.

Schedule F — Measurer.
 Schedule D 2 — Mechanical Engineer.
 Schedule D 2 — Mechanical Assistant.
 Schedule E — Medical Officer.
 Schedule E — Medical Superintendent and Assistant.
 Schedule D 1 — Meteorologist.
 Schedule F — Messenger.
 Schedule F — Morgue Keeper or Superintendent.

N.

Schedule F — Night Officer (Lodging-house for Homeless Men).
 Schedule E — Nurse.

Schedule E — Nurse (Head, Supervising).

O.

Schedule E — Oculist (Visiting).
 Schedule B — Office Boy or Girl.
 Schedule F — Oil Collector.
 Schedule G — Oiler.

Schedule D 2 — Oil Surveyor and Assistant.
 Schedule F — Orderly.

P.

Schedule G — Painter (Striper Letterer, Decorator, Grainer, Carriage).
 Schedule C — Park Policeman.
 Schedule F — Patrolman (Streets and Roads).
 Schedule F — Patrolman on Aqueduct.
 Schedule G — Paver.
 Schedule D 1 — Pathologist and Assistant.
 Schedule A — Paymaster.
 Schedule F — Permanent Visitor.
 Schedule D 2 — Photographer of Unknown Dead.
 Schedule E — Physician and Assistant.

Schedule A — Pilot (Noncompetitive).
 Schedule G — Pipe Fitter.
 Schedule G — Plasterer.
 Schedule G — Plumber.
 Schedule A — President Board of Aldermen.
 Schedule F — Principal and Superintendent of School, Department of Charities.
 Schedule F — Printer.
 Schedule F — Pruner.
 Schedule F — Process Server.
 Schedule A — Public Administrator and Assistant.
 Schedule F — Purchasing Agent.

R.

Schedule G — Rammer.
 Schedule A — Reader.
 Schedule F — Receiver and Deputy.
 Schedule F — Registrar.
 Schedule F — Register of Records and Deputy.
 Schedule F — Registrar of Claims.
 Schedule E — Resident Physician and Assistant.

Schedule G — Rigger.
 Schedule F — Rockman.
 Schedule D 2 — Rodman.
 Schedule G — Roofer (Slate, Tar, Felt and Tin).
 Schedule C — Roundsman (Park Police).
 Schedule F — Roundsman (Dock Department).

Schedule D (page 136).

Part II.

Engineering Corps (as graded in Appendix III, page 150).

Map Clerk.

Draughtsman (Topographical and Mechanical).

Mechanical Engineer.

Hydraulic Engineer.

Part I.

Engineering Corps:

Assistant Engineer.

Topographical Engineer.

Assistant Engineer in Charge of Sewers.

Engineer of Subsurface Construction.

Part II.

Chainman.

Rodman.

Leveler.

Transitman.

Inspectors:

First Grade —

Inspector of Making Pipes.

Inspector of Making Hydrants.

Inspector of Masonry.

Inspector of Laying Pipe.

Inspector of Construction.

Inspector of Bureau of Incumbrances.

Inspector of Lamps and Gas.

Inspector of Vaults and Areas.

Inspector of Paving, Regulating and Grading (Engineer).

Inspector of Meters and Water Consumption.

Inspector of Cement.

Inspector of Sewer Connections.

Inspector and Weigher of Coal.

Inspector of Openings in Highways.

Second Grade —

Assistant General Inspector.

Third Grade —

General Inspector.

Schedule F (page 139).

Superintendent of Lamps and Gas.

Superintendent of Incumbrances.

Superintendent of Streets and Roads.

Superintendent of Repairs and Supplies.

Superintendent of Street Improvements.

Examiner of Complaints.

Stenographer and Typewriter.

Measurer.

Bath Attendant (Male and Female).

Engineman.

Gardener.

Foreman.

Assistant Foreman.

Janitor.

Keeper (on Aqueduct).

Messenger.

Patrolman on Aqueduct.

Rockman.

Watchman.

Axeman.

Schedule G (page 140).

Laborers (Appendix III, page 150).

W.

Schedule F — Warden and Deputy.	Schedule F — Watchman.
Schedule F — Warrant and Bond Clerk.	Schedule G — Watchman, Temporary (Receiving \$1.75 a day, or less).
Schedule A — Water Register.	Schedule F — Weighmaster.
Schedule F — Water Purveyor.	Schedule G — Wheelwright and Helper.
Schedule G — Waiters.	Schedule G — Woodworker.
Schedule B — Warrant Clerk and Assistant.	

Schedule B — Clerk of Building Department.

Schedule B — Clerk Burial Permit (Health Department).

Schedule B — Clerk to Bureau of Street Opening.

Schedule B — Clerk, Engrossing.

Schedule B — Clerk, Executive.

Schedule B — Clerk, Exempt.

Schedule B — Clerk, Fire-escape and Violation.

Schedule B — Clerk, Junior.

Schedule B — Clerk of Law Department.

Schedule B — Clerk, Labor.

Schedule B — Clerk, Process.

Schedule B — Clerk, Property.

Schedule B — Clerk of Markets (Finance Department).

Schedule B — Clerk, Receiving.

Schedule B — Clerk, Supply.

Schedule B — Clerk of Taxes and Assessments.

Schedule D 2 — Clerk of the Work (Armory Board).

Schedule B — Clerk, Warrant and Bond (Mayor's Office).

Schedule G — Climber.

Schedule G — Clothing Cutter.

Schedule G — Cook.

Schedule A — Collector of Assessments and Clerk of Arrears.

Schedule A — Collector of City Revenues and Superintendent of Markets.

Schedule A — Collector of City Revenues.

Schedule B — Collector of City Revenues, Deputy.

Schedule F — Collector (Dock Department).

Schedule A — Commissioner.

Schedule A — Comptroller, Deputy Comptroller.

Schedule F — Computer of Accounts.

Schedule D 2 — Computer.

Schedule G — Cooper.

Schedule G — Coppersmith.

Schedule B — Copyist.

Schedule F — Cottage Attendant (Female).

Schedule A — Counsel to the Corporation.

Schedule G — Coxswain.

Schedule B — Custodian Mortgages, Titles, Deeds, etc.

D.

Schedule G — Deck Hand.

Schedule F — Deputy Commissioner, Taxes and Assessments.

Schedule F — Director of Menagerie.

Schedule D 1 — Director of Bacteriological Laboratory and Assistant.

Schedule F — Disinfector and Assistant.

Schedule F — Diver.

Schedule G — Diver's Tender.

Schedule G — Dock Builder.

Schedule F — Dockmaster.

Schedule F — Dockmaster's Assistant.

Schedule F — Doorman.

Schedule D 2 — Draughtsman (Mechanical, Architectural, Topographical).

Schedule C — Drill Master and Instructor.

Schedule F — Driver, Ambulance.

Schedule F — Driver, Van.

Schedule F — Driver, Repairs and Supplies.

Schedule D 2 — Druggist.

E.

Schedule D 1 — Engineer and Assistant.

Schedule A — Engineer, Chief.

Schedule A — Engineer, Consulting.

Schedule D 1 — Engineer, Supervising.

Schedule D 1 — Engineer, Chief Assistant.

Schedule D 1 — Engineer and Chief Draughtsman and Assistant.

Schedule A — Engineer in Charge of Sewers and Assistant.

Schedule F — Engineman (Stationary and Marine).

Schedule D 1 — Engineer, Hydraulic.

For the position of Uniformed Fireman in the Fire Department the minimum height and weight required is 5 feet 7 inches and 132 pounds; age, 18 to 30.

For the position of Keeper in the Department of Correction the minimum height and weight required is 5 feet 7 inches and 135 pounds; minimum age, 18.

Applicants for the position of Uniformed Firemen and Park Policemen must be citizens of the United States and have resided within the State of New York for one year.

3. For the position of Office Boy (or Girl) candidates must be under 18 years of age.

4. A person retiring from employment in any Department in the City Government, and who is receiving a pension from the City Government for his services to that Department shall not be allowed to apply for a position in the Civil Service, unless he shall execute an agreement releasing the City from all claim for such pension during the continuance of his employment.

5. No applications will be received excepting from residents of the State of New York.

EXEMPTION.

1. Persons in the employ of the Department of Public Charities and the Department of Correction, selected from among the inmates of the institutions under its charge and not receiving over \$20 per month, and also domestic servants in the families of officers having charge of any department of such institutions and residing in the same, are exempt from examination or registration.

2. All persons in the Department of Public Charities and Department of Correction, whose compensation does not exceed \$150 per annum, or at the rate thereof, are exempt from examination and registration.

EXAMINATION.

1. Applicants notified to appear for examination must present their notifications to gain admittance to the examination-room.

2. Candidates shall hereafter be notified to appear for examination but once, unless a satisfactory reason is given in writing to the Board for his (or her) failure to report.

3. In the case of applicants for any position except that of Firemen and Policemen, all applicants who have filed their applications before the written examination begins, shall be examined, and the physical examination may be had before or after the written examination.

4. A preliminary sheet, envelope and number shall be given to each applicant, and he (or she) shall write his (or her) name and number upon the preliminary sheet and seal the same in the envelope.

5. The envelopes shall not be opened until after the examination papers have been rated and marked by the Examiners. Applicants shall be duly notified what percentage they obtain in the examination and whether they have failed or passed.

6. It shall be within the discretion of the Examining Board to require, in addition to the usual testimony as to character of applicants, letters of recommendation from late employers as to the character and ability of the applicant to fill the position sought for.

7. The Examining Board is authorized to reject any examination paper which had been signed by the candidate, upon the conclusion of his examination (providing that due notice had been given to the applicant to that effect before the examination).

8. Questions shall be given out in separate single sheets. No candidate will be permitted to leave the examination room while engaged upon a paper. If he does leave the room, the question sheet upon which he is engaged will be taken up and will not be returned to him.

9. Only general explanation as to the exact meaning of questions shall be given candidates, and any such information shall be publicly communicated to all, and not privately to the candidate asking an explanation. No information or aid in solving questions shall be permitted from any source. Any candidate at-

tempting to use a book or manuscript, or to copy from the paper of another candidate, shall not be permitted to continue his examination.

10. So soon as practicable after the grading of the papers of competitors in any examination they will be advised by mail by the Secretary of the Commission as to their percentage. Prior to that time no inquiries to the Commission, or its officers, will be answered, nor will any letters, explanatory of error presumed to have been made in an examination, receive any attention.

11. The examination papers of a candidate will be exhibited only to the candidate, or, if requested, to the appointing officer when his name is certified.

12. A candidate, after receiving notice of his rating, may, in person, in the presence of an Examiner or Commissioner or deputed officer of the Commission, inspect his examination papers, and if, in his opinion, injustice has been done him he may, within thirty days after receipt of notice, appeal to the Chief Examiner, specifying in writing particularly and in detail the cause of the complaint. The Chief Examiner will promptly decide all such appeals, and, if his decision is favorable to the appeal, shall report his action to the Commission, for its approval.

13. Re-examination will be granted only in very exceptional cases, when manifest injustice has for any reason been suffered. In such cases the request for re-examination must be accompanied by a written statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a re-examination.

14. Copies of questions used in examinations will not be furnished except in cases where they are published by the Commission for general information.

15. In all examinations in which experience is taken into consideration in the general rating, the actual experience of the candidate, obtained during the period of temporary employment, shall not be considered in the rating.

16. Examination questions (except for positions where the Regulations specifically provide otherwise) will be so prepared as to determine the general ability of candidates rather than their specific knowledge of the rules of the Departments relating to the positions for which they are competing.

17. Whenever the appointing power shall designate the New York City Civil Service Commission to hold the examinations required by section 2 of chapter 428 of the Laws of 1897, and examinations for merit and fitness have already been held by said Commission, the aggregate rating given by it shall be deemed the aggregate rating required by said section. Provided, however, that when any special qualification shall be designated by the appointing power as necessary for the proper discharge of the duties of a particular position, a supplementary examination shall be held as to the fitness of candidates for such position with reference to such qualifications, unless the examination already had covered such qualifications. In this case the Chief Examiner shall, upon the basis of the examinations already had, make a rating as to the fitness of such candidates.

18. That, in all cases where the New York City Civil Service Commission has been designated to conduct examinations for fitness, an Examiner shall be detailed whose duty it shall be to examine the papers of each candidate and make thereon a rating for fitness.

ELIGIBLE LIST.

1. The names of such applicants as have passed the examination shall be placed upon an eligible list in order of the percentage obtained.

2. Before a candidate's name can be certified for appointment, at least two of the vouchers' certificates must be received.

3. Eligible lists shall not be held for vouchers' certificates for a longer period than one week from date of mailing. If, at the termination of one week, letters have been received from two of the four vouchers required, the eligible list will be made up.

CERTIFICATION.

1. In filling requisitions the Secretary shall certify two names more than called for. No name shall be certified more than three times to any one Department.

2. Certification having been made upon a requisition from a Department for a certain position, no further certification shall be made to the Department for the same position until certification of appointment shall have been made by the Department upon the previous certification.

3. A person who has been certified upon a requisition and failed to respond after having been duly notified, shall be stricken from the eligible list, unless he has some good reason to offer in excuse.

4. In all cases where persons on the eligible list refuse to accept appointment from the City without assigning any reason, or assigning a reason which, in the judgment of the Commission, is insufficient, they shall be stricken from the eligible list.



RULES GOVERNING EXAMINABLE SCHEDULES.

APPLICATION.

1. A person desiring to enter an examination may obtain an application blank by applying to the Secretary of the Civil Service Commission, and when the demands of the service may require, the Secretary shall notify the applicants of record to appear for examination, giving place, date and hour for such examination. When the applicants of record are in excess of such number as can be conveniently examined on the same day the applicants shall be notified to appear in the order of the dates of their applications.

2. For the positions of Physician, Surgeon, Medical Officer, or positions of a similar nature, it is required that the applicant shall present a certificate duly issued in accordance with the Laws of the State of New York, authorizing him or her to practice medicine and surgery.

For the position of Chemist, Druggist or Analyzer, or positions of a similar nature, it is required that the applicant shall present a degree of Bachelor of Science, or its equivalent, from some institution duly authorized by law to confer such degree, or a certificate from some reputable institution showing that he (or she) has pursued in such institution, with credit, for two years, a course of study adapted to qualify him (or her) for the position sought.

For the position of Inspector in the Building Department it is required that the applicant shall have had ten years' experience, either as an architect, civil engineer, mason, carpenter or iron worker (Consolidation Act, chapter 514).

For the position of Policeman in the Department of Public Parks the minimum height and weight required is 5 feet 8 inches and 135 pounds; age, 21 to 40.

For the position of Uniformed Fireman in the Fire Department the minimum height and weight required is 5 feet 7 inches and 132 pounds; age, 18 to 30.

For the position of Keeper in the Department of Correction the minimum height and weight required is 5 feet 7 inches and 135 pounds; minimum age, 18.

Applicants for the position of Uniformed Firemen and Park Policemen must be citizens of the United States and have resided within the State of New York for one year.

3. For the position of Office Boy (or Girl) candidates must be under 18 years of age.

4. A person retiring from employment in any Department in the City Government, and who is receiving a pension from the City Government for his services to that Department shall not be allowed to apply for a position in the Civil Service, unless he shall execute an agreement releasing the City from all claim for such pension during the continuance of his employment.

5. No applications will be received excepting from residents of the State of New York.

EXEMPTION.

1. Persons in the employ of the Department of Public Charities and the Department of Correction, selected from among the inmates of the institutions under its charge and not receiving over \$20 per month, and also domestic servants in the families of officers having charge of any department of such institutions and residing in the same, are exempt from examination or registration.

2. All persons in the Department of Public Charities and Department of Correction, whose compensation does not exceed \$150 per annum, or at the rate thereof, are exempt from examination and registration.

EXAMINATION.

1. Applicants notified to appear for examination must present their notifications to gain admittance to the examination-room.

2. Candidates shall hereafter be notified to appear for examination but once, unless a satisfactory reason is given in writing to the Board for his (or her) failure to report.

3. In the case of applicants for any position except that of Firemen and Policemen, all applicants who have filed their applications before the written examination begins, shall be examined, and the physical examination may be had before or after the written examination.

4. A preliminary sheet, envelope and number shall be given to each applicant, and he (or she) shall write his (or her) name and number upon the preliminary sheet and seal the same in the envelope.

5. The envelopes shall not be opened until after the examination papers have been rated and marked by the Examiners. Applicants shall be duly notified what percentage they obtain in the examination and whether they have failed or passed.

6. It shall be within the discretion of the Examining Board to require, in addition to the usual testimony as to character of applicants, letters of recommendation from late employers as to the character and ability of the applicant to fill the position sought for.

7. The Examining Board is authorized to reject any examination paper which had been signed by the candidate, upon the conclusion of his examination (providing that due notice had been given to the applicant to that effect before the examination).

8. Questions shall be given out in separate single sheets. No candidate will be permitted to leave the examination room while engaged upon a paper. If he does leave the room, the question sheet upon which he is engaged will be taken up and will not be returned to him.

9. Only general explanation as to the exact meaning of questions shall be given candidates, and any such information shall be publicly communicated to all, and not privately to the candidate asking an explanation. No information or aid in solving questions shall be permitted from any source. Any candidate at-

number shall be affixed, first, an initial which will represent the class of work; second, an initial which shall represent the subdivision.

4. The applications thus arranged and numbered shall be entered in order of number in the "Registration Book," indexed, and placed on file in order of their number for certification.

5. An applicant who changes the position which he has applied for some other position after having been registered will lose his position on the eligible list and will be required to make a new application.

6. An applicant is not allowed to change the position sought for more than once.

7. An applicant is not allowed to make alterations in an application after filing the same, except a change of address.

8. The Labor Clerk shall register against the names of all candidates qualifying for special labor the kind of labor for which they have been determined to be qualified.

9. The Labor Clerk is authorized to certify the name of any person registered on the list for Laborer who is willing to accept temporary employment during the winter months for the removal of snow and ice. Applications for this service must be made at the Labor Bureau. Certification shall be made in the order of application. Such employment shall not be made permanent, and shall last only during such period as the emergency requires.

CERTIFICATION.

1. On a requisition for labor, the first applicant on the eligible list for the class of work as stated in the requisition must be certified.

2. The applicant shall be notified by sealed notice to report at the Labor Bureau for identification at a time specified in the notice. Upon proving identity, the applicant shall be given a certificate stating registration number, name, address, weight, height, color of eyes, where certified and class of work.

3. A certification of this applicant shall be made to the Department making the requisition.

16. Examination questions (except for positions where the Regulations specifically provide otherwise) will be so prepared as to determine the general ability of candidates rather than their specific knowledge of the rules of the Departments relating to the positions for which they are competing.

17. Whenever the appointing power shall designate the New York City Civil Service Commission to hold the examinations required by section 2 of chapter 428 of the Laws of 1897, and examinations for merit and fitness have already been held by said Commission, the aggregate rating given by it shall be deemed the aggregate rating required by said section. Provided, however, that when any special qualification shall be designated by the appointing power as necessary for the proper discharge of the duties of a particular position, a supplementary examination shall be held as to the fitness of candidates for such position with reference to such qualifications, unless the examination already had has covered such qualifications. In this case the Chief Examiner shall, upon the basis of the examinations already had, make a rating as to the fitness of such candidates.

18. That, in all cases where the New York City Civil Service Commission has been designated to conduct examinations for fitness, an Examiner shall be detailed whose duty it shall be to examine the papers of each candidate and make thereon a rating for fitness.

ELIGIBLE LIST.

1. The names of such applicants as have passed the examination shall be placed upon an eligible list in order of the percentage obtained.

2. Before a candidate's name can be certified for appointment, at least two of the vouchers' certificates must be received.

3. Eligible lists shall not be held for vouchers' certificates for a longer period than one week from date of mailing. If, at the termination of one week, letters have been received from two of the four vouchers required, the eligible list will be made up.

For the position of Uniformed Fireman in the Fire Department the minimum height and weight required is 5 feet 7 inches and 132 pounds; age, 18 to 30.

For the position of Keeper in the Department of Correction the minimum height and weight required is 5 feet 7 inches and 135 pounds; minimum age, 18.

Applicants for the position of Uniformed Firemen and Park Policemen must be citizens of the United States and have resided within the State of New York for one year.

3. For the position of Office Boy (or Girl) candidates must be under 18 years of age.

4. A person retiring from employment in any Department in the City Government, and who is receiving a pension from the City Government for his services to that Department shall not be allowed to apply for a position in the Civil Service, unless he shall execute an agreement releasing the City from all claim for such pension during the continuance of his employment.

5. No applications will be received excepting from residents of the State of New York.

EXEMPTION.

1. Persons in the employ of the Department of Public Charities and the Department of Correction, selected from among the inmates of the institutions under its charge and not receiving over \$20 per month, and also domestic servants in the families of officers having charge of any department of such institutions and residing in the same, are exempt from examination or registration.

2. All persons in the Department of Public Charities and Department of Correction, whose compensation does not exceed \$150 per annum, or at the rate thereof, are exempt from examination and registration.

EXAMINATION.

1. Applicants notified to appear for examination must present their notifications to gain admittance to the examination-room.

2. Candidates shall hereafter be notified to appear for examination but once, unless a satisfactory reason is given in writing to the Board for his (or her) failure to report.

3. In the case of applicants for any position except that of Firemen and Policemen, all applicants who have filed their applications before the written examination begins, shall be examined, and the physical examination may be had before or after the written examination.

4. A preliminary sheet, envelope and number shall be given to each applicant, and he (or she) shall write his (or her) name and number upon the preliminary sheet and seal the same in the envelope.

5. The envelopes shall not be opened until after the examination papers have been rated and marked by the Examiners. Applicants shall be duly notified what percentage they obtain in the examination and whether they have failed or passed.

6. It shall be within the discretion of the Examining Board to require, in addition to the usual testimony as to character of applicants, letters of recommendation from late employers as to the character and ability of the applicant to fill the position sought for.

7. The Examining Board is authorized to reject any examination paper which had been signed by the candidate, upon the conclusion of his examination (providing that due notice had been given to the applicant to that effect before the examination).

8. Questions shall be given out in separate single sheets. No candidate will be permitted to leave the examination room while engaged upon a paper. If he does leave the room, the question sheet upon which he is engaged will be taken up and will not be returned to him.

9. Only general explanation as to the exact meaning of questions shall be given candidates, and any such information shall be publicly communicated to all, and not privately to the candidate asking an explanation. No information or aid in solving questions shall be permitted from any source. Any candidate at-

tempting to use a book or manuscript, or to copy from the paper of another candidate, shall not be permitted to continue his examination.

10. So soon as practicable after the grading of the papers of competitors in any examination they will be advised by mail by the Secretary of the Commission as to their percentage. Prior to that time no inquiries to the Commission, or its officers, will be answered, nor will any letters, explanatory of error presumed to have been made in an examination, receive any attention.

11. The examination papers of a candidate will be exhibited only to the candidate, or, if requested, to the appointing officer when his name is certified.

12. A candidate, after receiving notice of his rating, may, in person, in the presence of an Examiner or Commissioner or deputed officer of the Commission, inspect his examination papers, and if, in his opinion, injustice has been done him he may, within thirty days after receipt of notice, appeal to the Chief Examiner, specifying in writing particularly and in detail the cause of the complaint. The Chief Examiner will promptly decide all such appeals, and, if his decision is favorable to the appeal, shall report his action to the Commission, for its approval.

13. Re-examination will be granted only in very exceptional cases, when manifest injustice has for any reason been suffered. In such cases the request for re-examination must be accompanied by a written statement of the alleged facts upon which it is based. A simple statement that the applicant did not do himself justice will not be regarded as sufficient ground for allowing a re-examination.

14. Copies of questions used in examinations will not be furnished except in cases where they are published by the Commission for general information.

15. In all examinations in which experience is taken into consideration in the general rating, the actual experience of the candidate, obtained during the period of temporary employment, shall *not be considered* in the rating.

16. Examination questions (except for positions where the Regulations specifically provide otherwise) will be so prepared as to determine the general ability of candidates rather than their specific knowledge of the rules of the Departments relating to the positions for which they are competing.

17. Whenever the appointing power shall designate the New York City Civil Service Commission to hold the examinations required by section 2 of chapter 428 of the Laws of 1897, and examinations for merit and fitness have already been held by said Commission, the aggregate rating given by it shall be deemed the aggregate rating required by said section. Provided, however, that when any special qualification shall be designated by the appointing power as necessary for the proper discharge of the duties of a particular position, a supplementary examination shall be held as to the fitness of candidates for such position with reference to such qualifications, unless the examination already had covered such qualifications. In this case the Chief Examiner shall, upon the basis of the examinations already had, make a rating as to the fitness of such candidates.

18. That, in all cases where the New York City Civil Service Commission has been designated to conduct examinations for fitness, an Examiner shall be detailed whose duty it shall be to examine the papers of each candidate and make thereon a rating for fitness.

ELIGIBLE LIST.

1. The names of such applicants as have passed the examination shall be placed upon an eligible list in order of the percentage obtained.

2. Before a candidate's name can be certified for appointment, at least two of the vouchers' certificates must be received.

3. Eligible lists shall not be held for vouchers' certificates for a longer period than one week from date of mailing. If, at the termination of one week, letters have been received from two of the four vouchers required, the eligible list will be made up.

Schedule D 1 — Engineer, Mechanical.

Schedule D 1 — Engineer, Topographical.

Schedule D 1 — Entomologist.

Schedule A — Examiner (Commissioner of Accounts).

Schedule F — Examiner (Chief) (Civil Service).

Schedule F — Examiner (Civil Service, Finance, Law Departments).

Schedule F — Examiner, Assistant (Civil Service).

Schedule F — Examiner of Claims (Finance).

Schedule F — Examiner of Complaint (Public Works).

Schedule F — Examiner of Coupons (Finance).

Schedule F — Examiner of Dependent Children (Charities).

Schedule E — Examining Physician, Bureau of Medical and Surgical Relief.

Schedule E — Examining Physician (Civil Service Boards), (Fire Department), (Street Cleaning Department).

F.

Schedule F — Farmer.

Schedule G — Fireman (Boiler).

Schedule C — Fireman (Uniform).

Schedule F — Fire Marshal and Assistant.

Schedule F — First Assistant Corporation Counsel.

Schedule F — Florist.

Schedule G — Flagger.

Schedule C — Foreman (Fire Department).

Schedule C — Foreman, Assistant (Fire Department).

Schedule F — Foreman, Assistant (Mechanics).

Schedule G — Foreman (General) of Laborers.

Schedule G — Foreman of Piling and Woodwork.

G.

Schedule F — Gardener.

Schedule F — Gardener's Apprentice.

Schedule G — Gasmaker and Assistant.

Schedule G — Groundman.

H.

Schedule F — Harnessmaker.

Schedule G — Helper, Skilled (Department of Public Charities).

Schedule G — Horseshoer.

Schedule G — Hose Repairer.

Schedule G — Hose Repairer, Helper.

Schedule G — Housesmith.

Schedule D 1 — Hydraulic Engineer.

Schedule D 2 — Hydrographer.

I.

Schedule D 2 — Inspector, General.

Schedule D 2 — Inspector.

Schedule D 2 — Inspector of Bridges.

Schedule D 2 — Inspector of Buildings — Iron and Steel Construction, Masonry and Carpentry.

Schedule D 1 — Inspector of Burial Permits.

Schedule D 2 — Inspector, Bureau of Incumbrances.

Schedule D 2 — Inspector of Cement.

Schedule D 2 — Inspector of Combustibles.

Schedule D 1 — Inspector of Contagious Diseases, Chief and Assistant.

Schedule D 2 — Inspector District and Assistant.

Schedule D 2 — Inspector of Dredging.

Schedule D 2 — Inspector of Dump and Assistant.

Schedule D 2 — Inspector of Dumping of Dredged Material.

4. For every ten vacancies two extra names shall be certified.

5. An applicant who fails to report within twenty-four hours after the date and time stated in the notice shall be stricken from the eligible list, unless he can show good cause for failure to report. Upon proof of good cause the applicant shall be replaced upon the eligible list in order of number.

6. Failure to report entitles the next applicant to certification.

7. The names of applicants assigned to positions who decline, or who resign, shall be stricken from the eligible list and can not be replaced without the making of a new application.

8. When the Labor Clerk has received from a Department official notice of an appointment he shall duly record the same.

9. A certification of an applicant for the same class of work in the same Department can not be made until the previous applicant certified has either been appointed or rejected for specified cause.

10. The City of New York shall be divided into two districts, as follows:

District I. That portion of the City lying south of the Harlem river and Spuyten Duyvil creek.

District II. That portion of the City lying north of the Harlem river and Spuyten Duyvil creek.

In filling requisitions for positions in district outside of City limits, persons shall be certified who stand first upon the eligible list within a radius of five miles of point of locality stated in requisition.

Persons registered and who reside in the above districts shall be certified for employment in accordance with this rule and pursuant to the provisions of Regulations 68-74 of the Civil Service Regulations.

In case a requisition is made upon any of said districts, and there is no person registered for the position in that district, it shall be filled by the person residing in the adjoining district who is first on the eligible list.

M.

Schedule F — Master Mechanic.	Schedule F — Measurer.
Schedule G — Machinist.	Schedule D 2 — Mechanical Engineer.
Schedule G — Machinist's Helper.	Schedule D 2 — Mechanical Assistant.
Schedule G — Machinist's Apprentice.	Schedule E — Medical Officer.
Schedule D 2 — Map Clerk.	Schedule E — Medical Superintendent and Assistant.
Schedule F — Marshal (First and Second).	Schedule D 1 — Meteorologist.
Schedule G — Mason.	Schedule F — Messenger.
Schedule F — Mate.	Schedule F — Morgue Keeper or Superintendent.
Schedule E — Matron.	
Schedule A — Mayor.	

N.

Schedule F — Night Officer (Lodging-house for Homeless Men).	Schedule E — Nurse (Head, Supervising).
Schedule E — Nurse.	

O.

Schedule E — Oculist (Visiting).	Schedule D 2 — Oil Surveyor and Assistant.
Schedule B — Office Boy or Girl.	Schedule F — Orderly.
Schedule F — Oil Collector.	
Schedule G — Oiler.	

P.

Schedule G — Painter (Striper Letterer, Decorator, Grainer, Carriage).	Schedule A — Pilot (Noncompetitive).
Schedule C — Park Policeman.	Schedule G — Pipe Fitter.
Schedule F — Patrolman (Streets and Roads).	Schedule G — Plasterer.
Schedule F — Patrolman on Aqueduct.	Schedule G — Plumber.
Schedule G — Paver.	Schedule A — President Board of Aldermen.
Schedule D 1 — Pathologist and Assistant.	Schedule F — Principal and Superintendent of School, Department of Charities.
Schedule A — Paymaster.	Schedule F — Printer.
Schedule F — Permanent Visitor.	Schedule F — Pruner.
Schedule D 2 — Photographer of Unknown Dead.	Schedule F — Process Server.
Schedule E — Physician and Assistant.	Schedule A — Public Administrator and Assistant.
	Schedule F — Purchasing Agent.

R.

Schedule G — Rammer.	Schedule G — Rigger.
Schedule A — Reader.	Schedule F — Rockman.
Schedule F — Receiver and Deputy.	Schedule D 2 — Rodman.
Schedule F — Registrar.	Schedule G — Roofer (Slate, Tar, Felt and Tin).
Schedule F — Register of Records and Deputy.	Schedule C — Roundsman (Park Police).
Schedule F — Registrar of Claims.	Schedule F — Roundsman (Dock Department).
Schedule E — Resident Physician and Assistant.	

State, shall be entitled to preference in appointment and promotion, without regard to their standing on any list from which such appointment or promotion may be made. Laws shall be made to provide for the enforcement of this section.

NEW YORK STATE CIVIL SERVICE ACT, WITH
AMENDMENTS TO JANUARY 1, 1895.

Laws of 1883, chapter 354.— An Act to regulate and improve the Civil Service of the State of New York.

Commission created; commissioners, appointment of, etc.—
Section 1. The Governor is authorized to appoint, by and with the advice and consent of the Senate, three persons, not more than two of whom shall be adherents of the same party, as Civil Service Commissioners, and said three commissioners shall constitute the New York Civil Service Commission. They shall hold no other official place under the State of New York. The Governor may remove any commissioner, and any vacancy in the position of commissioner shall be so filled by the Governor, by and with the advice and consent of the Senate, as to conform to said conditions for the first selection of commissioners. The three commissioners shall each receive a salary of \$2,000 a year. And each of said commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a commissioner.

Duties of commission; rules, what to provide for.— § 2. It shall be the duty of said commission:

First. To aid the Governor, as he may request, in preparing suitable rules for carrying this act into effect; and when said rules shall have been promulgated, it shall be the duty of all officers of the State of New York, in the departments and offices to which any such rules may relate, to aid, in all proper ways, in carrying said rules, and any modification thereof, into effect.

Second. And, among other things, said rules shall provide and declare, as nearly as the condition of good administration will warrant, as follows:

W.

Schedule F — Warden and Deputy.	Schedule F — Watchman.
Schedule F — Warrant and Bond Clerk.	Schedule G — Watchman, Temporary (Receiving \$1.75 a day, or less).
Schedule A — Water Register.	Schedule F — Weighmaster.
Schedule F — Water Purveyor.	Schedule G — Wheelwright and Helper.
Schedule G — Waiters.	Schedule G — Woodworker.
Schedule B — Warrant Clerk and Assistant.	

RULES GOVERNING EXAMINABLE SCHEDULES.

APPLICATION.

1. A person desiring to enter an examination may obtain an application blank by applying to the Secretary of the Civil Service Commission, and when the demands of the service may require, the Secretary shall notify the applicants of record to appear for examination, giving place, date and hour for such examination. When the applicants of record are in excess of such number as can be conveniently examined on the same day the applicants shall be notified to appear in the order of the dates of their applications.

2. For the positions of Physician, Surgeon, Medical Officer, or positions of a similar nature, it is required that the applicant shall present a certificate duly issued in accordance with the Laws of the State of New York, authorizing him or her to practice medicine and surgery.

For the position of Chemist, Druggist or Analyzer, or positions of a similar nature, it is required that the applicant shall present a degree of Bachelor of Science, or its equivalent, from some institution duly authorized by law to confer such degree, or a certificate from some reputable institution showing that he (or she) has pursued in such institution, with credit, for two years, a course of study adapted to qualify him (or her) for the position sought.

For the position of Inspector in the Building Department it is required that the applicant shall have had ten years' experience, either as an architect, civil engineer, mason, carpenter or iron worker (Consolidation Act, chapter 514).

For the position of Policeman in the Department of Public Parks the minimum height and weight required is 5 feet 8 inches and 135 pounds; age, 21 to 40.

For the position of Uniformed Fireman in the Fire Department the minimum height and weight required is 5 feet 7 inches and 132 pounds; age, 18 to 30.

For the position of Keeper in the Department of Correction the minimum height and weight required is 5 feet 7 inches and 135 pounds; minimum age, 18.

Applicants for the position of Uniformed Firemen and Park Policemen must be citizens of the United States and have resided within the State of New York for one year.

3. For the position of Office Boy (or Girl) candidates must be under 18 years of age.

4. A person retiring from employment in any Department in the City Government, and who is receiving a pension from the City Government for his services to that Department shall not be allowed to apply for a position in the Civil Service, unless he shall execute an agreement releasing the City from all claim for such pension during the continuance of his employment.

5. No applications will be received excepting from residents of the State of New York.

EXEMPTION.

1. Persons in the employ of the Department of Public Charities and the Department of Correction, selected from among the inmates of the institutions under its charge and not receiving over \$20 per month, and also domestic servants in the families of officers having charge of any department of such institutions and residing in the same, are exempt from examination or registration.

2. All persons in the Department of Public Charities and Department of Correction, whose compensation does not exceed \$150 per annum, or at the rate thereof, are exempt from examination and registration.

EXAMINATION.

1. Applicants notified to appear for examination must present their notifications to gain admittance to the examination-room.

appointed or employed in pursuance of law and of the rules and regulations made in pursuance of law, and refused such certificate may maintain a proceeding by mandamus to compel the commission to issue such certificate. In each city of the state in which rules and regulations have been adopted under the provisions of this act, any officer of such city whose duty it is to sign or countersign warrants, shall not draw, sign or issue, or authorize the drawing, signing or issuing of any warrant on the treasurer or other disbursing officer of such city for the payment of salary to any person in its service whose appointment has not been made in pursuance of this act, and the rules in force thereunder. Any sums paid contrary to the provisions of this section may be recovered from any officer signing or countersigning warrants for the payment of the same, and from the sureties on his official bond, in an action in the supreme court of the state, maintained by a citizen resident therein, who is assessed for and is liable to pay, or within one year before the commencement of the action, has paid a tax therein. All moneys recovered in any action brought under the provisions of this section, must, when collected, be paid into the treasury of the city. (Thus amended by Laws of 1894, chap. 681.)

Mayors of cities to prescribe regulations, etc.; after three months persons not to be appointed, etc., until examined; officers, etc., excepted from provisions of act; examinations to be public; regulations, etc., to be published.— § 8. The mayor of each city in this state is authorized and is hereby directed to prescribe such regulations for the admission of persons into the civil service of such city as may best promote the efficiency thereof and ascertain the fitness of candidates in respect to character, knowledge and ability for the branch of the service into which they seek to enter, and for this purpose he shall, from time to time, employ suitable persons to conduct such inquiries and make examinations, and shall prescribe their duties and establish regulations for the conduct of persons who may receive appointment in the said service. And the regulations so to be prescribed shall, among other things, pro-

CERTIFICATION.

1. In filling requisitions the Secretary shall certify two names more than called for. No name shall be certified more than three times to any one Department.

2. Certification having been made upon a requisition from a Department for a certain position, no further certification shall be made to the Department for the same position until certification of appointment shall have been made by the Department upon the previous certification.

3. A person who has been certified upon a requisition and failed to respond after having been duly notified, shall be stricken from the eligible list, unless he has some good reason to offer in excuse.

4. In all cases where persons on the eligible list refuse to accept appointment from the City without assigning any reason, or assigning a reason which, in the judgment of the Commission, is insufficient, they shall be stricken from the eligible list.

RULES GOVERNING THE LABOR BUREAU.

APPLICATION.

1. An applicant can obtain an application blank by applying to the Labor Bureau.
2. An applicant can not apply for more than one position.
3. Applications must be presented by the person desiring to be registered.
4. An application must not be accepted until it is filled out in due form.
5. Upon the receipt of the application, duly filled, it shall be numbered in order of its receipt and dated.
6. The application shall be entered in order of number in the application book, entering the date, number, name, address, position and subdivision.
7. The applicant shall be given a receipt for the application, stating thereon the date, number, name, address, position, subdivision and date and hour set for the physical examination of the applicant.
8. Should an applicant fail to appear for the physical examination his application shall be therefore rejected.
9. The rejected application shall be filed alphabetically as "Failed to Qualify."
10. Foremen and Laborers should specify the particular kind of work for which they are qualified, and they will be required to furnish recommendation from some former employer as to their ability to perform the work stated in the application.
11. A person retired from employment in any Department in the City Government and who is receiving a pension from the City Government for his services to that Department, shall not

be allowed to apply for a position in the Civil Service unless he shall execute an agreement releasing the City from all claim for such pension during the continuance of his employment.

12. A separate register shall be kept for the position of Sweeper, Driver and Dump Boardman, in the Department of Street Cleaning; and candidates who have passed the physical examination required, shall be registered in the order of their applications, under the head of the position for which they apply. No person shall be registered for any position in the Department of Street Cleaning who is more than thirty-five years of age.

EXEMPTION.

1. The Labor Clerk will, upon request, give the application and registration number of any applicant; also the application and registration number of any applicant who has been appointed.

2. A requisition made for any position not included in the list of classified positions must not be filled until the position has been classified by the Mayor.

3. Where the Aqueduct Commissioners require the services of Laborers on the line of the Aqueduct for a period not exceeding one week, they may properly employ men for such temporary service without registration; but where the employment is to be for a longer time the men should be drawn from the registered list.

EXAMINATION.

1. The applicant must report for the physical examination at the date and hour stated on the receipt given and must present the receipt before being examined.

2. The examination of the applicant must be entered upon the application form of the applicant, and when the applicant has been examined the application and receipt shall be stamped "Examined," giving the date of the examination. Should the applicant be rejected the application and receipt shall be stamped "Rejected." The receipt shall be returned to the applicant.

3. A person who is rejected in the physical examination, or, a person who fails to pass the trade examination shall not be allowed to make application for a re-examination within one year from the date of examination.

4. The Examining Physician shall indorse on all applications a statement whether the applicant has been accepted or rejected, and, if rejected, the cause thereof.

5. An applicant is not eligible until he (or she) has passed the physical examination.

The physical qualifications of Laborers and Mechanics shall be determined by the Medical Examiner, who shall subject the candidates to the following tests:

Examination of eyesight, hearing, heart, lungs and certain movements to determine the mobility of the joints.

Any evidence of alcoholism, hernia, enlarged or inflamed joints, obesity, senility, or acute chronic disease, which will render the applicant unfit to perform the duties of the position applied for, shall be good causes for rejection.

REGISTRATION.

1. When the applicants have been examined by the Examining Physician the rejected applications shall be filed alphabetically as "Rejected."

2. Those accepted shall be assorted into the class of work applied for and subdivided into four groups:

First — A. Veterans with families depending upon them for support.

Second — B. Other veterans.

Third — C. Persons not veterans with families depending upon them for support.

Fourth — D. Other persons. (Family constitutes father or mother, or wife or child, or unmarried sister.)

3. The applicants shall be given a registration number according to the order of the application number. To the registration

number shall be affixed, first, an initial which will represent the class of work; second, an initial which shall represent the subdivision.

4. The applications thus arranged and numbered shall be entered in order of number in the "Registration Book," indexed, and placed on file in order of their number for certification.

5. An applicant who changes the position which he has applied for some other position after having been registered will lose his position on the eligible list and will be required to make a new application.

6. An applicant is not allowed to change the position sought for more than once.

7. An applicant is not allowed to make alterations in an application after filing the same, except a change of address.

8. The Labor Clerk shall register against the names of all candidates qualifying for special labor the kind of labor for which they have been determined to be qualified.

9. The Labor Clerk is authorized to certify the name of any person registered on the list for Laborer who is willing to accept temporary employment during the winter months for the removal of snow and ice. Applications for this service must be made at the Labor Bureau. Certification shall be made in the order of application. Such employment shall not be made permanent, and shall last only during such period as the emergency requires.

CERTIFICATION.

1. On a requisition for labor, the first applicant on the eligible list for the class of work as stated in the requisition must be certified.

2. The applicant shall be notified by sealed notice to report at the Labor Bureau for identification at a time specified in the notice. Upon proving identity, the applicant shall be given a certificate stating registration number, name, address, weight, height, color of eyes, where certified and class of work.

3. A certification of this applicant shall be made to the Department making the requisition.

4. For every ten vacancies two extra names shall be certified.

5. An applicant who fails to report within twenty-four hours after the date and time stated in the notice shall be stricken from the eligible list, unless he can show good cause for failure to report. Upon proof of good cause the applicant shall be replaced upon the eligible list in order of number.

6. Failure to report entitles the next applicant to certification.

7. The names of applicants assigned to positions who decline, or who resign, shall be stricken from the eligible list and can not be replaced without the making of a new application.

8. When the Labor Clerk has received from a Department official notice of an appointment he shall duly record the same.

9. A certification of an applicant for the same class of work in the same Department can not be made until the previous applicant certified has either been appointed or rejected for specified cause.

10. The City of New York shall be divided into two districts, as follows:

District I. That portion of the City lying south of the Harlem river and Spuyten Duyvil creek.

District II. That portion of the City lying north of the Harlem river and Spuyten Duyvil creek.

In filling requisitions for positions in district outside of City limits, persons shall be certified who stand first upon the eligible list within a radius of five miles of point of locality stated in requisition.

Persons registered and who reside in the above districts shall be certified for employment in accordance with this rule and pursuant to the provisions of Regulations 68-74 of the Civil Service Regulations.

In case a requisition is made upon any of said districts, and there is no person registered for the position in that district, it shall be filled by the person residing in the adjoining district who

11. Rule 10 shall apply to common labor only.

12. In all cases where requisition is made for Laborer with special qualifications, the Labor Clerk, in filling same, shall be instructed to determine, first, whether the specifications are covered by any subdivision, and, if such be the case, he shall ascertain if any one registered upon the eligible list of that subdivision is willing to accept the position as stated in the requisition; if so, he shall certify the one standing highest on the list. Should no one be willing to accept the position then, and then only, shall certification be made from the subdivision of common Laborer.

REINSTATEMENT.

1. A person who has once been registered and has been employed and discharged may be reinstated on the eligible list in order of his original registration if he was not discharged for misconduct or unfitness.

2. A person who has been discharged for misconduct or unfitness shall not be allowed to register again for a period of six months from such discharge, and then only upon proof that the cause of discharge does not then exist.

3. The head of a Department may properly make promotion in the Labor Service (Schedule G), but transfers from one position to another not in the nature of promotion shall only be made on the approval of this Board.

Extract from the Constitution of the State of New York; Section 9, Article V.

Appointments and promotions in the Civil Service of the State, and of all the civil divisions thereof, including cities and villages, shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations, which, so far as practicable, shall be competitive; provided, however, that honorably discharged soldiers and sailors from the army and navy of the United States in the late civil war, who are citizens and residents of this

tate, shall be entitled to preference in appointment and promotion, without regard to their standing on any list from which such appointment or promotion may be made. Laws shall be made to provide for the enforcement of this section.

NEW YORK STATE CIVIL SERVICE ACT, WITH AMENDMENTS TO JANUARY 1, 1895.

Laws of 1883, chapter 354.— An Act to regulate and improve the Civil Service of the State of New York.

Commission created; commissioners, appointment of, etc.—
Section 1. The Governor is authorized to appoint, by and with the advice and consent of the Senate, three persons, not more than two of whom shall be adherents of the same party, as Civil Service Commissioners, and said three commissioners shall constitute the New York Civil Service Commission. They shall hold no other official place under the State of New York. The Governor may remove any commissioner, and any vacancy in the position of commissioner shall be so filled by the Governor, by and with the advice and consent of the Senate, as to conform to said conditions for the first selection of commissioners. The three commissioners shall each receive a salary of \$2,000 a year. And each of said commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a commissioner.

Duties of commission; rules, what to provide for.— § 2. It shall be the duty of said commission:

First. To aid the Governor, as he may request, in preparing suitable rules for carrying this act into effect; and when said rules shall have been promulgated, it shall be the duty of all officers of the State of New York, in the departments and offices to which any such rules may relate, to aid, in all proper ways, in carrying said rules, and any modification thereof, into effect.

Second. And, among other things, said rules shall provide and declare, as nearly as the condition of good administration will warrant, as follows:

1. For open competitive examinations for testing the fitness of applicants for the public service now classified or to be classified hereunder. Such examinations shall be practical in their character and, so far as may be, shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed.

2. All the offices, places and employments so arranged or to be arranged in classes shall be filled by selections from among those graded highest as the results of such competitive examinations.

3. There shall be a period of probation before any absolute appointment or employment aforesaid.

4. Promotions from the lower grades to the higher shall be on the basis of merit and competition.

5. No person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

6. No person in said service has any right to use his official authority or influence to coerce the political action of any person or body.

7. There shall be noncompetitive examinations when competition may not be found practical.

8. Notice shall be given in writing by the appointing power to said commission of the person selected for appointment or employment from among those who have been examined, of the place of residence of such persons, of the rejection of any such person after probation, of transfers, resignations and removals, and of the date thereof, and a record of the same shall be kept by said commission. And any necessary exceptions from said eight fundamental provisions of the rules shall be set forth in connection with such rules, and the reasons therefor shall be stated in the annual reports of the commission.

Third. Said commission shall, subject to the rules that may be made by the Governor, make regulations for, and have control of such examinations, and, through its members or the examiners, it shall supervise and preserve the records of the same; and said commission shall keep minutes of its own proceedings.

Fourth. Said commission may make investigations concerning the facts, and may report upon all matters touching the enforcement and effect of said rules and regulations, and concerning the action of any examiner or board of examiners hereinafter provided for, and its own subordinates, and those in the public service, in respect to the execution of this act; and, in the course of such investigations, each commissioner and their secretary shall have the power to administer oaths.

Fifth. Said commission shall make an annual report to the Governor for transmission to the Legislature, showing its own action, the rules and regulations and the exceptions thereto in force, the practical effects thereof and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Officers must report, etc.— § 7. No officer or clerk shall be appointed and no person shall be admitted to or be promoted in either of the said classes now existing, or that may be arranged hereunder pursuant to said rules, until he has passed an examination, or is shown to be specially exempted from such examination in conformity herewith. No elective officer, and no person merely employed as a laborer or workman, shall be required to be classified hereunder; nor, unless by direction of the Senate, shall any person who has been nominated for confirmation by the Senate, be required to be classified or to pass an examination. It shall be the duty of each state officer or board of state officers appointing or employing any officer, clerk or other person, in the public service of the state, in either of said classes, forthwith on such appointment or employment, to report to the civil service commission the name of such appointee or employe, the title or character of his office or employment, and the date of the commence-

ment of service by virtue thereof; and, forthwith, on the termination of such service to report to said commission the fact and date of such termination. It shall be the duty of said commission to keep in its office a complete record, open to public inspection at all reasonable hours, of all officers, clerks and other persons in the public service of the state, in either of said classes, appointed or employed therein in pursuance of law, and of the rules and regulations made in pursuance of law, showing in each case the title or character of the office or employment, and the date of the commencement of service by virtue thereof; and also a complete record, so far as practicable, in like manner, of all officers, clerks or other persons in the public service of the state, in either of said classes, appointed or employed therein in violation of law, or of the rules and regulations made in pursuance of law. It shall be the duty of the said commission to certify to the comptroller the name of every officer, clerk or other person in the public service of the state, in either of said classes, appointed or employed therein in pursuance of law and of the rules and regulations made in pursuance of law, stating in each case the title or character of the office or employment, and the date of the commencement of service by virtue thereof; and, in like manner to certify to the comptroller, the name of each officer, clerk or other person in the public service of the state, in either of the said classes, appointed or employed therein in violation of law or of the rules or regulations made in pursuance of law; and to certify to the comptroller, in like manner, every change occurring in any such office or employment forthwith, on the occurrence of the change. It shall be unlawful for the comptroller to draw his warrant for the payment of any salary or compensation to any officer, clerk or other person in the public service of the state, in either of said classes, who is not so certified as having been appointed or employed in pursuance of law and of the rules and regulations made in pursuance of law. Any officer, clerk or other person entitled to be certified by the said commission to the comptroller as having been

appointed or employed in pursuance of law and of the rules and regulations made in pursuance of law, and refused such certificate may maintain a proceeding by mandamus to compel the commission to issue such certificate. In each city of the state in which rules and regulations have been adopted under the provisions of this act, any officer of such city whose duty it is to sign or countersign warrants, shall not draw, sign or issue, or authorize the drawing, signing or issuing of any warrant on the treasurer or other disbursing officer of such city for the payment of salary to any person in its service whose appointment has not been made in pursuance of this act, and the rules in force thereunder. Any sums paid contrary to the provisions of this section may be recovered from any officer signing or countersigning warrants for the payment of the same, and from the sureties on his official bond, in an action in the supreme court of the state, maintained by a citizen resident therein, who is assessed for and is liable to pay, or within one year before the commencement of the action, has paid a tax therein. All moneys recovered in any action brought under the provisions of this section, must, when collected, be paid into the treasury of the city. (Thus amended by Laws of 1894, chap. 681.)

Mayors of cities to prescribe regulations, etc.; after three months persons not to be appointed, etc., until examined; officers, etc., excepted from provisions of act; examinations to be public; regulations, etc., to be published.— § 8. The mayor of each city in this state is authorized and is hereby directed to prescribe such regulations for the admission of persons into the civil service of such city as may best promote the efficiency thereof and ascertain the fitness of candidates in respect to character, knowledge and ability for the branch of the service into which they seek to enter, and for this purpose he shall, from time to time, employ suitable persons to conduct such inquiries and make examinations, and shall prescribe their duties and establish regulations for the conduct of persons who may receive appointment in the said service. And the regulations so to be prescribed shall, among other things, pro-

vide and declare as in the second subdivision of the second section of this act is provided and declared in reference to regulations for admission to the civil service of the State. Within two months after the passage of this act, it shall be the duty of each of said mayors in and by such regulations to cause to be arranged in classes the several clerks and persons employed or being in the public service of the city of which he is mayor, and he shall include in one or more of such classes, so far as practicable for the purposes of the examination herein provided for, all subordinate clerks and officers in the public service of the said city to whom his power under this act extends. After the termination of three months from the passage of this act no officer or clerk shall be appointed, and no person shall be admitted to or be promoted in either of the said classes now existing or that may be arranged hereunder pursuant to said rules, until he has passed the examination, or is shown to be exempted from such examination, in conformity with such regulations. Such regulations hereinafter prescribed and established, and any subsequent modification thereof, shall take effect upon the approval of the New York Civil Service Commission. Officers elected by the people, and the subordinates of any such officer, for whose errors or violation of duty said officer is financially responsible, and the head or heads of any department of the city government, and persons employed in or who seek to enter the public service under the educational departments of any city, and any subordinate officer who, by virtue of his office, has personal custody of public moneys or public securities, for the safe-keeping of which the head of an office is under official bonds, shall not be subject to the regulations prescribed pursuant to this section, nor shall any regulations contravene an existing statute relating to entrance to said service. It shall be the duty of all those in the official service of any such city to conform to and comply with any regulations made pursuant to this act, and to aid and facilitate in all reasonable and proper ways the enforcement of all regulations and the holding of all examinations which may be required under the authority conferred by this section.

civil service rules, laws or regulations of the same, wherever they apply, honorably discharged Union soldiers, sailors and marines shall be preferred for appointment, employment and promotion; age, loss of limb or other physical impairment which does not, in fact, incapacitate, shall not be deemed to disqualify them, provided they possess the business capacity necessary to discharge the duties of the position involved. And no person holding a position by appointment or employment in the state of New York or of the several cities, counties, towns or villages thereof and receiving a salary or per diem pay from the state or from any of the several cities, counties, towns or villages thereof, who is an honorably discharged soldier, sailor or marine, having served as such in the Union army or navy during the war of the rebellion and who shall not have served in the Confederate army or navy, shall be removed from such position or employment except for incompetency or misconduct shown, after a hearing upon due notice, upon the charge made, and with the right to such employe or appointee to a review by writ of certiorari; a refusal to allow the preference provided for in this act to any honorably discharged Union soldier, sailor or marine, or a reduction of his compensation intended to bring about a resignation, shall be deemed a misdemeanor, and such honorably discharged soldier, sailor or marine shall have a right of action therefor in any court of competent jurisdiction for damages, and also a remedy by mandamus for righting the wrong. The burden of proving incompetency or misconduct shall be upon the party alleging the same. But the provisions of this act shall not be construed to apply to the position of private secretary or deputy of an official or department or to any other person holding a strictly confidential position.

receiving or giving notice of any political assessment; and no person shall enter or remain in any said office, building or room, or send or direct any letter or other writing thereto, for the purpose of giving notice of, demanding or collecting, nor shall any person therein give notice of, demand, collect or receive any such assessment; and no person shall prepare or make out, or take any part in preparing or making out, any political assessment, subscription or contribution with the intent that the same shall be sent or presented to or collected of any officer, agent or employe, subject to the provisions of this act, under the government of the State of New York, or that of any political division thereof, and no person shall knowingly send or present any political assessment, subscription or contribution to or request its payment of any said officer, agent or employe. (Thus amended by Laws of 1884, chap. 357.)

Penalty.— § 12. Any person who shall be guilty of violating any provision of the last section shall be deemed guilty of a misdemeanor, and shall on conviction thereof be punished by a fine not less than fifty dollars and not exceeding one thousand dollars, or by imprisonment for a term not exceeding six months, or by both such fine and imprisonment, in the discretion of the court. (Thus amended by Laws of 1884, chap. 357.)

Recommendations, etc., not to relate to political opinions.— § 13. No recommendation or question under the authority of this act shall relate to the political opinions or affiliations of any person whatever.

Officers or candidates not to promise influence, etc., penalty; “public officer” and “public employe” defined.— § 14. Whoever, while holding any public office, or in nomination for, or while seeking a nomination or appointment for any public office, shall corruptly use or promise to use, whether directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person; or in order to secure or aid any person in securing any office of public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or

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merit of all applicants shall be determined by examination conducted by or under the civil service commissioners or examining board having jurisdiction over the appointment or promotion for which application is made. Upon all examinations to determine the merits of the applicants no rating higher than fifty per centum shall be given to any person. Lists containing the names and ratings of all applicants found on such examination to be eligible for appointment or promotion for merit so determined shall be made up for certification to the person or persons holding the power of appointment or promotion in the manner provided by the rules and regulations established pursuant to section five of this act. The minimum percentage of rating necessary to entitle an applicant to a place upon such list as eligible for merit shall be determined by the rules and regulations so established.

§ 2. The fitness of the applicants certified to be eligible for appointment or promotion for merit, shall be determined by examination to be conducted by the person or persons holding the power of appointment or promotion, or by some person or board designated by the person holding such power of appointment or promotion, and the rating on such examination for fitness shall not exceed in any case fifty per centum. The rating obtained upon the examination for fitness shall be added by the person or persons holding the power of appointment or promotion to the rating given to each applicant certified to be eligible for merit respectively by the civil service commissioners or examining board as provided in section one of this act.

§ 3. Applicants examined as in this act provided shall be preferred for appointment and promotion according to their standing ascertained by adding together the rating for merit and the rating for fitness determined as in this act provided.

§ 4. All examinations shall be competitive so far as practicable and shall be practical in their character and shall relate to those matters which shall fairly test the intelligence, competency, suitability and character of the applicants to discharge the duties of *that service* for which they seek to be appointed. The civil service

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§ 8. This act shall not be construed to deprive any person of the right to advancement or promotion where such right to advancement or promotion is now or shall hereafter be given by law, nor of the rights heretofore secured both as to appointment and upon discharge from employment, to honorably discharged union soldiers, sailors and marines.

§ 9. This act shall take effect immediately.

Extract from Greater New York Charter.

To take effect January 1, 1898.

Section 1611. For the purpose of determining the effect of this act upon other acts and the effect of other acts upon this act, this act shall, except as in this section is otherwise provided, be deemed to have been enacted on the first day of January, in the year eighteen hundred and ninety-eight. This act shall take effect on the first day of January, eighteen hundred and ninety-eight; provided, however, that where by the terms of this act an election is provided or required to be held or other act done or forbidden prior to January first, eighteen hundred and ninety-eight, then as to such election and such acts, this act shall take effect from and after its passage, and shall be enforced immediately, anything in this chapter or act to the contrary notwithstanding.

Chapter 821 — Laws of 1896.

“AN ACT respecting the employment of honorably discharged Union soldiers and sailors in the public service of the State of New York, relative to removals.”

Section 1. Section one of chapter three hundred and twelve of the laws of eighteen hundred and eighty-four, entitled “An act respecting the employment of honorably discharged Union soldiers and sailors in the public service of the state of New York,” is hereby further amended so as to read as follows:

Section 1. In every public department and upon all public works of the state of New York, and of the cities, counties, towns and villages thereof, and also in noncompetitive examinations under the

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§ 2. The fitness of the applicants certified to be eligible for appointment or promotion for merit, shall be determined by examination to be conducted by the person or persons holding the power of appointment or promotion, or by some person or board designated by the person holding such power of appointment or promotion, and the rating on such examination for fitness shall not exceed in any case fifty per centum. The rating obtained upon the examination for fitness shall be added by the person or persons holding the power of appointment or promotion to the rating given to each applicant certified to be eligible for merit respectively by the civil service commissioners or examining board as provided in section one of this act.

§ 3. Applicants examined as in this act provided shall be preferred for appointment and promotion according to their standing ascertained by adding together the rating for merit and the rating for fitness determined as in this act provided.

§ 4. All examinations shall be competitive so far as practicable and shall be practical in their character and shall relate to those matters which shall fairly test the intelligence, competency, suitability and character of the applicants to discharge the duties of *that service* for which they seek to be appointed. The civil service

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- People ex rel. Chin v. Pollon, 16 Abb. N. C. 119.
 People ex rel. Chin v. Moore, 39 Hun, 478.
 Opinion of Justices Supreme Court Mass., 145 Mass. 587.
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 People v. Wallace, Civil Service Rep. Decisions, 1889, p. 227.
 People ex rel. Travis v. Durston, Civil Service Rep. Decisions, 1889, p. 231.
 People ex rel. Du Bois v. Mellor, Civil Service Rep. Decisions, 1889, p. 237.
 People ex rel. Hitchcock v. Board of Almshouse, Civil Service Rep. Decisions, 1889, p. 238.
 People ex rel. Carroll v. Civil Service Board, 5 App. Div. 164.
 Matter of Keyner, 148 N. Y. 219.
 People ex rel. Fallon v. Wright, 7 App. Div. 185 (see N. Y. Law J., Oct. 28, 1896).
 People ex rel. Ewell v. Roberts, 10 Misc. 764.
 People ex rel. Fonda v. Morton, 148 N. Y. 156.

DECISIONS RELATING TO REMOVALS.

U. S. v. Perkins, 116 U. S. 483.

Langdon v. Mayor, 92 N. Y. 427.

People ex rel. Gere v. Whitlock, 92 N. Y. 191; followed in 113 N. Y. 110.

O'Leary v. Board of Education, 93 N. Y. 1.

People ex rel. Keech v. Thompson, 94 N. Y. 451; followed in 126 N. Y. 183.

Bergen v. Powell, 94 N. Y. 591; followed in 126 N. Y. 182.

Riley v. Mayor, 96 N. Y. 331; followed in 108 N. Y. 482, and 142 N. Y. 106.

People ex rel. Masterson v. Board of Fire Commrs., 96 N. Y. 644.

Same ex rel. Demahaut v. Same, 96 N. Y. 672.

People ex rel. McCarthy v. Police Commrs., 98 N. Y. 332.

People ex rel. Pott v. French, 102 N. Y. 583.

People ex rel. Du Bois v. Mellor, Civil Service Rep. Decisions, 1889, p. 237.

People ex rel. Buckley v. Roosevelt, 5 App. Div. 108; People ex rel. Fallon

v. Wright, 7 App. Div. 185 (see N. Y. Law J., Oct. 28, 1896).

People ex rel. McClellan v. Roberts, 148 N. Y. 360.

KEY TO OLD ARRANGEMENT OF REGULATIONS.

Old Reg. No. 1....	New No. 1	Old Reg. No. 88...	New No. 11
" 2	" 4	" 89	" 4P-45
" 3	" 5	" 40	" 88
" 4	" 6	" 41	" 46
" 5	" 7	" 42	" 47
" 6	" 8	" 43	" 81
" 7	" 9	" 44	" 84
" 8	" 9	" 45	" 83
" 9	" 48	" 46	" 0
" 10	" 49	" 47	" 18
" 11	" 20	" 48	" 26
" 12	" 50	" 49	" 10
" 13	" 28	" 50	" 87
" 14	" 14-25-17	" 51	" 88
" 15	" 29	" 52	" 89
" 16	" 30	" 53	" 40
" 17	" 25	" 54	" 41
" 18	" 51	" 55	" 44
" 19	" 24	" 56	" 27
" 20	" 52	" 57	" 12
" 21	" 53	" 58	" 15
" 22	" 18	" 59	" 16
" 23	" 54	" 60	" 14
" 24	" 55	" 61	" 17
" 25	" 56	" 62	" 19
" 26	" 57	" 63	" 23
" 27	" 58	" 64	" 21
" 28	" 59	" 65	" 72
" 29	" 60	" 66	" 65
" 30	" 61	" 67	" 66
" 31	" 62	" 68	" 67
" 32 Stricken out		" 69	" 68
" 33	"	" 70	" 69
" 34 New No. 63		" 71	" 70
" 35 " 64		" 72	" 71
" 36 " 85		" 73	" 0
" 37 " 26		" 74	" 0

Civil Service

Rules and Regulations

OF THE

CITY OF BROOKLYN, N. Y.

Adopted by the Civil Service Commission
of Brooklyn, on June 16, 1897, and
approved by the Civil Service
Commission of the State,
on July 1, 1897.

BROOKLYN :

1897.

6182-43.

18-1

COMMISSIONERS.

ALEXANDER E. ORR, Chairman,
JACKSON WALLACE, Vice-Chairman,
TRUMAN J. BACKUS,
EDWARD B. JORDAN,
LUDWIG NISSEN,
GEORGE A. PRICE,
ARTHUR S. SOMERS.

EDWARD B. LENT, Secretary.

Competitive Examination.

Regulation I.

Appointments and promotions in the Civil Service of the City of Brooklyn shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive. Examinations.

Appointment of Commissioners.

Regulation II.

For the purpose of conducting the inquiries and examinations for merit the Mayor shall appoint seven suitable persons, citizens of Brooklyn, who shall constitute the Civil Service Commission of Brooklyn (hereinafter for brevity also called "The Commission"), and each member of which shall be known as a Civil Service Commissioner of Brooklyn. Not more than four of the Commissioners shall belong to the same political party, and no one of them shall be otherwise in the employ of the city. Each Commissioner shall, before entering upon the discharge of his duties, take and file with the City Clerk an oath, in the general form prescribed for other city officers. Mayor to appoint seven Civil Service Commissioners.

The Mayor may, at any time, by filing with the City Clerk a written notification of the change, appoint another citizen in place of any one so appointed, who shall thereupon cease to be such Commissioner. The Commissioners shall serve without pay.

The Commissioners shall from their number choose a Chairman and a Vice-Chairman to act during their pleasure; and they may, from time to time, designate committees from their own number and may employ experts to conduct any of the various examinations and classes of examinations. The Chairman and Vice-Chairman.

schedule of rating of the candidates, and the certificate or certificates upon each examination, and of recommendation, shall be signed by the Chairman of the Commission. During the absence or inability to act of the Chairman or Vice-Chairman, a temporary Chairman, chosen by the Commission from its own number, may, in all respects, act as Chairman.

Appoint-
ment of
Secretary,
clerks, etc.

The Commission may appoint and employ a Secretary, a stenographer and typewriter, and such clerks and assistants as said Commission may consider necessary, and may fix the salaries or compensation of the persons so appointed and employed; and said Commission may also appoint and employ assistant examiners or experts, and may fix the compensation to be paid to them for their services, and may otherwise incur expenses not to exceed in the aggregate the amount which may have been appropriated for the expenses of said Commission.

Duties of
Secretary.

The Secretary of the Commission shall, under the direction of the Commission, keep minutes of its proceedings, and all necessary records of applicants, their examinations and standings, and a complete record of all persons employed in the several departments to which these Regulations apply, and of all appointments, promotions, dismissals, resignations and changes of any sort therein.

All official action taken by the Mayor under these Regulations shall be recorded in writing under his own signature, and shall be filed among the papers of the Commission.

Classification of Positions.

Regulation III.

These Regulations shall apply to all positions in the public service of the City of Brooklyn, with the following exceptions, specified in chapter 354 of the

Laws of 1883, as amended by chapters 357 and 410 of the Laws of 1884, viz.:

“Officers elected by the people and the subordinates of any such officer for whose errors or violation of duty said officer is financially responsible, and the head or heads of any department of the city government, and persons employed in or who seek to enter the public service under the educational department of any city, and any subordinate officer who, by virtue of his office, has personal custody of public moneys, or public securities; for the safe keeping of which the head of an office is under official bonds.”

Appendix A, entitled, “Excepted Positions,” specifies the officers so excepted.

Regulation IV.

The several clerks and persons employed, or being in the public service of Brooklyn, are hereby, pursuant to the provisions of the said Act, first classified as follows (the excepted class being heretofore stated in Regulation III):

Schedule A shall include all persons who are not Schedule A. employed as laborers or day workmen, and who are not to be appointed upon competitive examination. The positions in Schedule A are specified in Appendix B, which is to be deemed part of these Regulations, entitled “Positions in Schedule A.”

There shall also be included in Schedule A, in the event of an epidemic or other similar emergency, in which the public health is seriously endangered, such experts and special inspectors as the Commissioner of Health may, with the written approval of the Commission, appoint. Such appointment shall, however, continue only during the existence of such epidemic or similar emergency.

Schedule B. Schedule B shall include all persons who are to be appointed upon competitive examination.

Schedule D. Schedule D shall include all persons employed as laborers or day workmen. The positions in Schedule D are specified in Appendix C, which is to be deemed part of these Regulations, entitled "Positions in Schedule D."

Classification of new positions. Any new position in any of the departments, or any position omitted from these schedules and the said appendices (and not within the excepted class) is also to be deemed included in these Regulations; and, if occasion should arise, such position will be assigned by the Commission to its proper schedule, under the provisions of Regulation XLIII. Until so assigned, any such position shall be deemed to be in Schedule B, and in the class and grade therein, if any, containing positions like such new or omitted position. If there be no such class and grade, then a new class or a grade shall be constituted by the Civil Service Commission, to include such new or omitted position.

Regulation V.

Classes and grades of competitive positions. The several clerks and persons employed or being in the public service of Brooklyn, and included in Schedule B, are hereby, pursuant to the provisions of the said Act, further arranged in classes as shown in the Appendix D, which is to be deemed part of these Regulations, entitled "Classification of the positions in Schedule B, for the purposes of examination."

Application.

Regulation VI.

Form of application. Applications of competitors for positions included in Schedule B must be made in the form prescribed by the Commission, which form shall be spread in full upon the minutes of the Commission at the meet-

appointment. Any one failing at the end of two months so to receive permanent appointment for good cause, shall be ineligible for one year for a new examination for the same position under these Regulations. It shall be the duty of the appointing officer so refusing such permanent appointment at the end of a probationary term, to certify to the Commission the cause of his refusal, in order that the Commission may decide whether the person to whom he has refused such permanent appointment is ineligible for one year.

Refusal
permanent
appoint-
ment.

Regulation XXXIV.

Before an appointment upon the uniformed fire force (Schedule B, Class 9) is definitely made, the Fire Commissioner may require that the person whom he contemplates appointing, of those certified to him from the eligible list, shall serve without pay for a period not exceeding ten days, in the repair shop of the Fire Department, or with some fire company, and, if at the end of such period, the Fire Commissioner, from the report of the officer in charge of the repair shop, or company, or from other trustworthy information, becomes satisfied that such person is incompetent for the duties of the position to be filled, the Fire Commissioner may, in such case, refuse to such person an appointment as provided in Regulation XXXIII. Without the consent of the Fire Commissioner, such person shall not again be certified to him for appointment.

Ten days'
probation
in Depart-
ment of
Fire.

Promotion.

Regulation XXXV.

No promotion from one grade to a higher grade of the same class in Schedule B shall be made until after the person promoted has, for at least one year,

Promotion
after a
year's ser-
vice.

Regulation VII.

Defective
applica-
tions.

Defective applications will be suspended and applicants notified to amend the same; but no such notice will be given or opportunity granted a second time. Whenever the application does not show that the applicant is within the prescribed limits of age, and is otherwise qualified under the Regulations, the application will be rejected.

Regulation VIII.

Registers of
applicants.

Registers of all applicants shall be kept by the Secretary of the Commission. When the applicants on a register for any one position, or for several positions for which one examination may be had, are in excess of such number as can be examined conveniently on the same day, the applicants will be notified to appear for examination in their order on the register.

Regulation IX.

Require-
ments for
patrolmen's
and park
policemen's
examina-
tions.

All applicants for appointment in the Police Department as patrolmen, that is to say, in Schedule B, Class 8, First, Grade A, or in the Park Department as park policemen, that is to say, in Schedule B, Class 44, must have the following special qualifications:

First—They must have been citizens of the United States two years and residents of Brooklyn at least one year next prior to the date of the examination.

Second—They must be not less than twenty-three and not more than thirty-five years of age.

Third—They must not be less than five feet seven and one-half inches, nor more than six feet three inches in height, and their weight and chest measure-

ment shall be certified by the department surgeons, or ascertained upon examination by the experts of the Commission, to conform to height as per following table:

	Weight in pounds must not be less than	Average chest meas- urement in inches to be not less than the following and to have expansion of at least three inches.
For height of 5 feet 7½ inches.....	137½	33½
For height of 5 feet 8 inches.....	140	34
For height of 5 feet 9 inches.....	145	34½
For height of 5 feet 10 inches.....	150	35
For height of 5 feet 11 inches.....	155	35½
For height of 6 feet.....	160	36
For height of 6 feet 1 inch.....	165	36½
For height of 6 feet 2 inches.....	170	37
For height of 6 feet 3 inches.....	175	37½

All applicants for appointment in the Police Department as doormen, that is to say, in Schedule B, Class 8, Second, must have the following qualifications:

Require-
ments for
doormen's
examina-
tions.

First—They must have been citizens of the United States two years and residents of Brooklyn at least one year next prior to the date of the examination.

Second—They must be not less than thirty and not more than forty-five years of age.

Third—They must not be less than five feet six inches in height and not less than one hundred and thirty pounds in weight.

All applicants for appointment as bridge-keepers, that is to say, in Schedule B, Class 8, Third, must have the following qualifications:

First—They must have been citizens of the United States and residents of Brooklyn for at least three years next prior to the date of the examination.

Require-
ments for
bridge-
keepers' ex-
amination.

Second—They must be not less than twenty-eight and not more than forty years of age.

This Regulation shall not contravene the provisions of the statute, as stated in Regulation XXIX., with relation to soldiers and sailors of the late war, honorably discharged.

Regulation X.

Require-
ments for
positions in
Depart-
ment of
Health.

Applicants for the positions included in Schedule B, Classes 11, 12, 13, 14 and 15, as shown in Appendix D, must, in addition to the requirements hereinbefore mentioned, present satisfactory evidence as follows:

First—If the position to be filled be that of Sanitary Inspector or Assistant Sanitary Inspector (Class 12), or Vaccinator (Class 11), that the applicant is duly authorized by the Laws of the State of New York to practice medicine and surgery.

Second—If the position to be filled be that of Chemist (Class 13), that the applicant has received the degree of Bachelor of Science or its equivalent, from some institution duly authorized by law to confer such degree.

Third—If the position to be filled be that of Veterinary Surgeon (Class 14), or Veterinary Inspector (Class 15), that the applicant has received the degree of Doctor of Veterinary Surgery, or its equivalent, from some institution duly authorized by law to confer such degree.

Regulation XI.

Schools of
medicine.

The Commission shall not permit the fact that any applicant is authorized to practice his profession by one school of medicine rather than another, to have any influence in deciding his standing.

Regulation XII.

Cause for
striking
name from
eligible list.

Every false statement knowingly made by any person in his application for examination, and every

connivance by him at any false statement made in any certificate which may accompany his application, or willful complicity in any fraud designed to improve his standing upon the merit examination, shall be good cause for refusing such person such examination or any rating upon such examination, or for striking his name from any eligible list for merit, or for the removal of such person from any position to which he may have been appointed.

Examination for Appointment and Promotion.

Regulation XIII.

The term "merit" wherever used in these Regulations, shall be construed to mean "good quality in general; excellence; that which deserves consideration or reward."* Term "merit" defined.

Regulation XIV.

The term "fitness," wherever used in these Regulations shall be construed to mean "the state of being fitted or qualified; requisite capacity."* Term "fitness" defined.

Regulation XV.

Pursuant to chapter 428 of the Laws of 1897, in all examinations for appointment and promotion in the Civil Service of the City of Brooklyn, merit and fitness shall be determined by open competitive examinations for all positions in Schedule B, as herein provided. The merit of all applicants shall be determined by examination conducted by the Commission. Upon all examinations to determine the merit of the applicants, no rating higher than fifty per centum shall be given to any person. Lists con-

* Century Dictionary.

taining the names and rating of all applicants found on such examination to be eligible for appointment and promotion for merit shall be made up for certification to the person or persons holding the power of appointment or promotion in the manner provided in these Regulations. The minimum percentage of rating necessary to entitle an applicant to a place upon such list as eligible for merit shall be seventy per centum of fifty, or thirty-five.

Regulation XVI.

**Fitness,
how deter-
mined.**

The fitness of applicants certified to be eligible for appointment or promotion for merit, shall be determined by examination, to be conducted by the person or persons holding the power of appointment or promotion, or by some person or board designated by the person or persons holding such power of appointment, or promotion, and the rating on such examination for fitness shall not exceed in any case fifty per centum. The minimum percentage of rating necessary to entitle an applicant to a place upon such list as eligible for fitness shall be seventy per cent. of fifty, or thirty-five. The rating obtained upon the examination for fitness shall be added by the person or persons holding the power of appointment or promotion to the rating given to each applicant certified to be eligible for merit respectively by the Commission. The result of the combined ratings for merit and fitness shall be certified to the Commission by the person or persons holding the power of appointment or promotion in every case within five days after the date on which the result of the examination for fitness has been ascertained.

Regulation XVII.

**Examina-
tion before
list is ex-
hausted.**

Where an examination for merit for any grade is had before the eligible list for that grade is exhausted,

a new list shall be prepared after such examination. The persons upon the former eligible list who have not been examined for the new eligible list shall be respectively placed upon the new eligible list in the position to which the percentage of their aggregate markings upon their former examinations would entitle them, if such markings had instead been given them upon the new examination.

Regulation XVIII.

The actual conduct of every examination for merit shall be under the responsible direction of the Commission or of its designated members, free from the interference or participation or influence of the appointing officer, or of any person other than assistant examiners or experts directly employed by the Commission.

Merit examinations to be free from participation of appointing officer.

No person employed in the department for whose benefit an eligible list is to be prepared, shall be employed as an expert upon the merit examination for such eligible list.

The Commission may, in the examinations, give such relative importance to the different subjects or matters of examination, whether mental or physical, or to experience, occupation or training, as to them may seem fit. At or before the commencement of every examination, the weight to be given to every subject included in the examination, and the general or average minimum, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall prescribe to the Commission, and upon its request, he shall state to the Commission, so far as is consistent with these Regulations, the general qualifications or attainments, physical or mental or both, and the experience he deems necessary or proper to be possessed by persons

filling the position for which an eligible list for merit is to be formed, and also of what age such persons should be.

Physical
examina-
tions.

Physical examinations of applicants for positions in the uniformed police force (Schedule B, Class 8, First and Class 8, Second) or as bridgekeepers (Schedule B, Class 8, Third) shall, upon the request and under the authority and supervision of the Commission, be in part conducted as aforesaid, by the Surgeons of the Police Department, or any of them. Physical examinations of applicants for positions in the uniformed fire force (Schedule B, Class 9) shall, upon the request and under the authority and supervision of the Commission, be in part conducted as aforesaid by the Surgeons of the Fire Department, or any of them. The surgeons of those departments so acting shall not be entitled to compensation beyond their salaries, the service rendered upon such examinations being deemed part of their official duties as surgeons in such departments. If, however, in any case of the physical examination of applicants for positions in the uniformed police or fire force, the Commission deem it necessary or proper, they may employ for the conduct of such examinations physicians or surgeons not in those departments.

Regulation XIX.

All exam-
inations to
be prac-
tical.

All examinations, whether for merit, or for fitness, shall be practical in their character, and shall relate to those matters which shall fairly test the intelligence, competency, suitability and character of the applicants to discharge the duties of the service for which they seek to be appointed. The Commission, with the approval of the Civil Service Commission of the State, shall determine when examinations are not practicable, and when competitive examinations are

Examina-
tions, when
not prac-
ticable.

not practicable in cases relating to the Civil Service of the City of Brooklyn.

Regulation XX.

No recommendation or question under the authority of these Regulations shall relate to the political opinions or affiliations of any person whatever; neither shall political opinions be discovered nor considered by the Commission in their examinations. The Commission shall not receive or consider any communication as to the qualifications or merits of any candidates for a position except such as are herein permitted, and except such communications as they may invite by way of verification of statements made by the candidate.

Political
opinions
not to be
considered.

No recommendation of any person who shall apply for office or place under these Regulations, which may be given by any senator or member of assembly, or officer confirmed by the Senate, or judge of any court, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under these Regulations (Sec. 9, Chapter 354, Laws of 1883).

Eligible List.

Regulation XXI.

All the schedules, eligible lists, examination papers, minutes and other papers, memoranda and records of the Commission, save and except communications from appointing officers under Regulation XXIII., shall be public and open to the inspection of any citizen upon reasonable application. And it shall be the duty of the Secretary of the Commission, upon tender of the cost of making the copies, to furnish to any citizen certified copies of any of the said schedules,

Records of
the Com-
mission to
be open to
inspection.

lists, examination papers, minutes, papers, memoranda, or records, save as heretofore excepted; provided, however, that the papers, memoranda and other records relating to any particular examination shall not be made public until after the eligible list upon such examination is prepared and certified.

Regulation XXII.

Errors,
power to
correct.

The Commission shall have power to correct any error and amend or revoke any schedule, list or other paper or record, where it appears that any error or injustice has been done; provided, however, that after an eligible list is prepared and certified, it shall not be altered or revoked, except upon notice, by mail or otherwise, as the Commission may direct, to all persons whose standing will be unfavorably affected by the alteration.

Regulation XXIII.

Striking
name from
eligible list,
method to
be followed.

In case any appointing officer shall become satisfied that the character or reputation of any person named on an eligible list is such as to make it unfit or improper to appoint him to a position in the Civil Service of Brooklyn, he shall so state to the Commission. And the Commission shall have power, in every case where they are satisfied that the character or reputation of any applicant for a position, or any person named on an eligible list, is such as to make his appointment to a position in the Civil Service unfit or improper, to strike the name of such person from the roll of persons for examination, or from an eligible list; providing, that before they shall so strike his name from such roll or list, they shall advise him of the general grounds upon which they are about to proceed, that he may make such explanation as he may deem proper. And while making any investigation of the character or reputation of any person on

an eligible list, the Commission or its Chairman may, after causing to be entered on its minutes a statement of the information received by the Commission tending to impugn such character or reputation, suspend certification of such candidate for a period not exceeding ten days. But nothing in this Regulation shall be so construed as to give to any person the right to a proceeding in the nature of a trial before the Commission.

Regulation XXIV.

No examination, eligible list, certificate or proceeding of the Commission shall be prejudiced or affected by reason of any omission, informality or irregularity relating to any application or examination thereon, unless the person complaining or aggrieved shall notify the Commission prior to the completion of the examination of such omission, informality or irregularity, and unless after such notice the Commission shall determine such omission, informality or irregularity to be material.

Irregularities, notice of, when to be given.

Regulation XXV.

All eligible lists existing prior to May 15, 1897, for appointment or promotion in the Civil Service of the City of Brooklyn, shall be continued in full force and effect and may be certified to the person or persons holding the power of appointment or promotion; provided, however, that the ratings therein given shall be divided by two, and the result of such division shall be the rating for merit, as determined in Regulation XV., and the fitness of such applicants shall then be determined by examination and their standing ascertained and preference in appointment or promotion given, according to the provisions of Regulation XVI., Regulation XXVIII. and Regulation XXIX.

Eligible lists existing prior to May 15, 1897.

Regulation XXVI.

Merit exam-
inations,
how con-
ducted.

In the creation of new eligible lists for merit, the ratings of fifty per centum for merit shall be based upon such written or oral examination, or both, as the committee in charge of a given examination shall determine.

Regulation XXVII.

Fitness ex-
aminations,
how con-
ducted by
the Com-
mission.

In the creation of eligible lists for fitness, the ratings given by the committee of this Commission shall rest upon the evidence of fitness shown by the experience sheets and the vouchers of the several applicants who have met the requirements for securing a place on the eligible list for merit in the given examination; but there shall also be a personal inspection of the applicants by the said committee or the expert conducting the examination, and whatever oral examination the said committee or the said expert may require, shall have such significance as the said committee or the said expert may determine, in fixing the ratings for fitness.

Certification and Appointment.**Regulation XXVIII.**

One name
to be certi-
fied for
each ap-
pointment
or promo-
tion.

Applicants examined as in these Regulations provided shall be preferred for appointment and promotion according to their standing, ascertained by adding together the rating for merit and the rating for fitness. For each appointment or promotion one name shall be certified by the Commission to the person or persons holding the power of appointment or promotion, and such name shall be that of the person the result of whose combined ratings for merit and for fitness is highest in the examination for the position to which the appointment or promotion is to be made; provided, however, that the preference ac-

corded to veterans of the late war by the Constitution and Laws of the State of New York, and by Regulation XXIX., shall be regarded in said certification.

Regulation XXIX.

Persons who have been honorably discharged from service in the Army or Navy of the United States in the late war, shall be preferred for appointment to positions in the Civil Service over other persons of equal standing, as ascertained under these Regulations, and the person thus preferred shall not be disqualified from holding any position in the Civil Service on account of his age, or by reason of any physical disability, provided such disability does not render him incompetent to perform the duties of the position applied for.

Veterans of the late war to be preferred for appointment and promotion.

The Civil Service Acts, as amended by chapter 410, of the Laws of 1884, as amended by chapter 29, of the Laws of 1886, provide, etc.:

That "persons who served in the army and navy of the United States in the late war, and have been honorably discharged therefrom * * * shall be certified as such, by the commissioners, board or officers authorized to report names for appointment, to the appointing officer or other appointing power, and shall be preferred for appointment to positions in the civil service of the state, and of the cities affected by this act and the several acts hereby amended, over all other persons, though graded lower than others so examined and reported, provided their qualifications and fitness shall have been ascertained as provided under this act and the several acts hereby amended; and the person thus preferred shall not be disqualified from holding any position in said civil service on account of his age, or by reason of any physical disability, provided such age or disability

does not render him incompetent to perform the duties of the position applied for. Whenever it shall appear after a competitive examination for appointment to a position in the civil service of the state, or of the cities affected by this act and the several acts hereby amended, that more than one such honorably discharged soldier or sailor is qualified to fill the same, the commissioners, board or officers authorized to report names for appointment, shall certify to the appointing officer or the appointing power, all such honorably discharged soldiers and sailors, whose qualifications and fitness have been ascertained as aforesaid, specifying their respective grades in such examination * * * .”

Regulation XXX.

Schedule A,
appoint-
ments to
positions
in.

Appointments to positions in Schedule A may be made without examination; but the appointing officer shall file with the Secretary of the Commission, within five days after making any such appointment, a formal notification thereof in writing, setting forth the full name of such appointee; date and place of birth; length of residence in Brooklyn; nature of previous employment; whether he has ever been in official service before, and, if so, when and where; date of beginning of service and term for which appointed; a specific description of the duties of the position; salary; name of person in whose place appointed, and such other statistical information as the Commission may deem proper for registration; the same to be duly certified by the appointing officer.

In these Regulations the term “appointing officer” shall be construed to include any person, board or commission having the power to appoint to any position not excepted from these Regulations in the Civil Service of the City of Brooklyn.

Regulation XXXI.

Where a person upon an eligible list shall decline to accept an appointment, whether temporary or permanent, to a position permanent in its nature, and upon request of the Commission shall not explain such declination satisfactorily to the Commission, the Commission may strike his name from the eligible list.

Declina-
tions of
appoint-
men .

No reason for declining appointment shall be considered satisfactory by the Commission, unless the person declining appointment state in writing that he declines because he is at the time holding what he considers a better position; or if the salary offered is not satisfactory, he must state, also in writing, the salary which he will accept; and duplicates of all such letters of declination must be referred to the Chairman of the Commission, who is hereby authorized to accept or refuse to accept the same.

The name of a person who declines an appointment for the reason that he is holding a position which he prefers, shall not be certified again for appointment until he notifies the Commission, in writing, that he no longer holds the particular position which he referred to when he declined appointment.

The name of a person holding a position in any grade shall not be certified for appointment from an eligible list for that grade, or from a list for a lower grade in the same class, or for a position in any other class which carries the same or less salary, unless such person requests the Commission to so certify his name.

Regulation XXXII.

No temporary appointment to a position within Schedule B shall be made of any one not eligible for permanent appointment, excepting that in case of

Temporary
appoint-
ments.

Special
patrolmen.

exigency, upon the certificate of the Chairman of the Commission, that there are no candidates upon an eligible list for the position, and with the approval of the Mayor such temporary appointment may be made, and the appointee may hold office thereunder until an eligible list is prepared, and such eligible list shall thereupon be forthwith prepared and the position shall then be filled from such eligible list. In the event of the appointment of special patrolmen pursuant to the provisions of the City Charter, such special patrolmen may be appointed, without examination, and without reference to the qualifications laid down in these Regulations.

The name of a person on an eligible list who has received a temporary appointment shall, notwithstanding such appointment, be deemed to still remain upon the eligible list for the purpose of his certification for a permanent appointment in like manner as if he did not hold such temporary appointment. No temporary appointment shall continue more than two months, except as hereinbefore provided, and except in cases where the Civil Service Commission shall certify a longer continuance of such temporary appointment to be necessary for the public service.

Probation.

Regulation XXXIII.

Two
months'
probation.

All appointments to permanent positions within Schedule B, except upon the uniformed police force, upon the uniformed fire force, and upon the park police force, shall be upon a probationary term of two months, at the end of which time the appointee, unless he shall, before the end of three days thereafter, be notified of his rejection by the head of the department, shall be deemed to have received a permanent

appointment. Any one failing at the end of two months so to receive permanent appointment for good cause, shall be ineligible for one year for a new examination for the same position under these Regulations. It shall be the duty of the appointing officer so refusing such permanent appointment at the end of a probationary term, to certify to the Commission the cause of his refusal, in order that the Commission may decide whether the person to whom he has refused such permanent appointment is ineligible for one year.

Refusal
permanent
appoint-
ment.

Regulation XXXIV.

Before an appointment upon the uniformed fire force (Schedule B, Class 9) is definitely made, the Fire Commissioner may require that the person whom he contemplates appointing, of those certified to him from the eligible list, shall serve without pay for a period not exceeding ten days, in the repair shop of the Fire Department, or with some fire company, and, if at the end of such period, the Fire Commissioner, from the report of the officer in charge of the repair shop, or company, or from other trustworthy information, becomes satisfied that such person is incompetent for the duties of the position to be filled, the Fire Commissioner may, in such case, refuse to such person an appointment as provided in Regulation XXXIII. Without the consent of the Fire Commissioner, such person shall not again be certified to him for appointment.

Ten days'
probation
in Depart-
ment of
Fire.

Promotion.

Regulation XXXV.

No promotion from one grade to a higher grade of the same class in Schedule B shall be made until after the person promoted has, for at least one year,

Promotion
after a
year's ser-
vice.

Department of City Works:

Commissioner's Office—

- 1 Deputy Commissioner.
- 1 Pay Roll and Disbursing Clerk.
- 1 Secretary.
- 1 Chief Accountant.
- 1 Clerk to Commissioner.
- 1 Bookkeeper.

Engineer's Bureau—

- 1 Chief Engineer.
- 1 Assistant Engineer of Sewer Construction.
- 1 Engineer of Street Construction and Maintenance.
- 1 Engineer of Water Supply.

Bureau of Extension and Distribution—

- 1 Water Purveyor.
- 1 Deputy Water Purveyor.
- 1 Inspector of Special Connections.
- 1 Special Inspector.

Bureau of Water Rates—

- 1 Registrar.
- 1 Chief Clerk.
- 1 Cashier.
- 1 Assistant Cashier.
- 1 Clerk.
- 4 Stamp Clerks.
- 3 Temporary Clerks (to serve during the press of business at the time for payment of water rates, and to be engaged chiefly in the receipt and handling of money).

Bureau of Sewers—

- 1 Superintendent.
- 1 Assistant Superintendent.

Bureau of Streets—

- 1 Superintendent of Streets.

Wallabout Market—

- 1 Collector.

Department of Parks:

- 1 Deputy Commissioner.
- 1 Secretary.
- 1 Landscape Architect.
- 1 Keeper of Parade Ground.

City Clerk's Office:

- 1 Deputy City Clerk.
- 1 License Clerk.
- 1 Assistant License Clerk.
- 3 Bond and Warrant Clerks.

Board of Elections:

- 2 Chief Clerks.
- 1 Assistant Clerk.

City Hall:

- 1 Keeper.
- 1 Assistant Keeper.
- 5 Sealers of Weights and Measures.
- 1 Coal Inspector.

Brooklyn Disciplinary Training School for Boys:

- 1 Superintendent.
- 1 House Mother.
- 1 Day Caretaker.

practicable, to the merit of the work done by the applicant in the position from which he seeks promotion, and in weighing such merit length of service may be considered. Such merit shall be determined from the records and papers of the office or position in which he has been employed, so far as they show his diligence, punctuality, steadiness and other merit; and from his work in such office or position, so far as it remains or can be inspected; and from such other evidence of such merit as the Commission or examiners may deem it proper to consider.

Transfer.

Regulation XXXIX.

When
transfers
may be
made.

Transfers of persons included in the same grade of any class in Schedule B may be made from one office or department to another by the mutual consent of the heads of such offices or department; providing that the annual rate of compensation in the place to which the person is transferred shall not exceed the annual rate of compensation applicable to that grade. Every such transfer must be reported to the Commission for record within five days from the date thereof. No transfer will be permitted from a position enumerated in any class within Schedule B to a position enumerated in any other class within Schedule B, or from Schedule A or Schedule D to any position in Schedule B, except by virtue of the application, examination and other proceedings, which are in these Regulations prescribed for admission to the position to which the transfer is to be made.

Dismissal.

Regulation XL.

No one dismissed from the service for misconduct, whether prior or subsequent to the promulgation of

these Regulations, shall be admitted to examination for appointment in any capacity in any department of the municipal service within two years from the date of dismissal.

Reinstatement.

Regulation XLI.

Where the employment of a person in any grade of Schedule B is terminated because the work upon which he is engaged is suspended, he may be reappointed by the head of such department to the position in which he was so formerly employed, and if such person had been originally appointed from an eligible list then his name shall thereupon be replaced upon the eligible list from which he was appointed to the position thereon to which his original marking or rating entitled him, and be thereafter certified for appointment in all respects as if his name had been placed upon such eligible list on the date of such former termination of his employment.

Names to
be restored
to lists.

Examinations Pending on May 15th, 1897.

Regulation XLII.

The ratings in the examinations for the positions of Assistant Clerk in Police Courts, Clerk, Grade B; Clerk, Grade C; Clerk, Grade D; Carpenter, and Inspector of Masonry in Viaducts and Stone Walls, said examinations having been held prior to May 15, 1897, under the Regulations then in force, are to be divided by two, and the result of such division will be the ratings for merit for said examinations. The ratings for fitness in said examinations are to be determined as provided in Regulation XVI.

Assignment of Positions to Schedule A.

Regulation XLIII.

Assign-
ments to be
made by
the Com-
mission and
the State
Commis-
sion.

All new or omitted positions shall be deemed to be in Schedule B, as provided in Regulation IV., unless the assignment of such positions to some other schedule be made by the Commission. To procure such an assignment to Schedule A or to Schedule D, application must be made to the Commission in writing by the appointing officer, before making any appointment, and the assignment shall be signed by the Chairman and filed with the records of the Commission. Unless such application to the Commission be made by the appointing officer in advance of the appointment, there shall be no transfer to Schedule A or to Schedule D.

Changes in the Service.

Regulation XLIV.

Every change in the service of the City of Brooklyn shall be reported in writing within five days to the Commission by the appointing officer in whose department the change takes place.

Regulation XLV.

Publicity
given to all
changes.

All appointments and all changes in the Civil Service of the City of Brooklyn made under these Regulations shall be published in circular form for distribution, and shall be furnished to the newspapers at least once in each week.

Special Duty in Police and Fire Departments.

Regulation XLVI.

Nothing herein contained shall prevent the Commissioner of Police from detailing members of the

uniformed police force to such duties in his department as, in his opinion, they may advantageously perform; or, the Commissioner of the Fire Department from detailing members of the uniformed fire force to such duties in his department as, in his opinion, they may advantageously perform.

Publication of Civil List and Certification of Pay-Rolls.

Regulation XLVII.

It shall be the duty of the Commission at the beginning of every calendar month, with the exception of July, August and September, to prepare and publish the Civil List of the City of Brooklyn, corrected to the date of publication. The list shall contain the name of every person in the employ of the City of Brooklyn, or receiving compensation from the city on the date of publication, together with the title of his office, the salary or compensation thereto attached, the date from which his appointment takes effect, whether the office be elective or appointive, and if appointive, then by whom the appointment is made, and the term, if any, of the office. The Civil List shall be filed in the office of the Commission as one of its records.

Civil list to be published monthly.

The persons entered upon the Civil List (whether on January 1 or during the year) shall be thereon classified as follows: First—Persons holding positions not within the operation of these Regulations. Second—Persons holding positions in Schedule A. Third—Persons holding positions in Schedule B. Fourth—Persons holding positions in Schedule D. Fifth—Persons receiving compensation from the city, but subject to the Civil Service Regulations of the State.

Certifica-
tion of pay-
rolls.

No payment of salary or compensation shall be made to any person holding a position in either of the Schedules A, B and D, unless his name be upon the Civil List, and unless the requisition or warrant for such payment show the schedule of such person appearing upon the Civil List. This, however, shall not prevent the payment of laborers or day workmen not yet upon the Civil List, whose pending employment has commenced not more than one month before the payment. It shall be the duty of the Civil Service Commission, or of its Secretary under its direction, to examine and duly verify every pay-roll, for the purpose of enforcing the provisions of this Regulation.

No payment shall be made by the city or any of its officers to a person holding a position subject to the Civil Service Regulations of the State, and the laws in pursuance of which the same were made, until it appears that his appointment was made before such Regulations took effect or has been made agreeably to the same.

Every appointment, as soon as proper notice of the same is received by the Secretary of the Commission, shall be immediately entered on the Civil List under the proper division. And every death, resignation, removal or promotion of any person, whose name is on the Civil List, shall be noted thereon.

It shall be the duty of every officer of the city to render to the Commission every proper assistance in the preparation of the Civil List.

Registration, Certification and Appointment of Persons in Schedule D.

Regulation XLVIII.

Appointments coming within Schedule D shall be made as follows: All persons applying for such ap-
 pointment shall be registered or enrolled on eligible lists, to be made and kept by the Commission for that purpose. No person shall be so registered or enrolled unless he shall be found by the Commission to be physically qualified, and unless he shall make written application, in such form as the Commission shall determine, for such registration or enrollment, indorsed by two reputable citizens of Brooklyn. No person shall be so registered or enrolled who is not a resident of Brooklyn at the time of his application, unless the Commission shall determine that the good of the public service otherwise requires, and upon such determination at any time, and from time to time, persons who are not residents of Brooklyn may be registered and enrolled upon any list or lists designated by the Commission, and upon such conditions and terms as the Commission may prescribe. From and after the adoption of this regulation, no appointment to positions under Schedule D shall be made except from the said lists. Upon receiving a requisition from any head of department, the Commission shall certify from said lists, double the number of names called for, and the said officer shall select the number required from the number so certified and report to the Commission the names selected. Any names not so selected shall remain upon said lists, and any names so selected shall, upon the termination of the employment, be restored to said lists in the order in which they originally stood thereon, unless the head of the department shall certify in writing that such person

Physical
examina-
tion.

Veterans
preferred.

is disqualified for cause stated. In making such certification the Commission shall certify in the order of registration or enrollment: First, veterans with families; second, other veterans; third, men with families; fourth, other men. The same name shall not be certified to the same official more than twice in any one calendar year, unless at the request of such official. In making said list the Commission shall subdivide them so that applicants for general or any particular kind of labor shall be registered or enrolled under separate subdivisions or lists, but no person shall be enrolled on more than two separate lists or subdivisions unless the Commission shall otherwise direct. Any head of department making a requisition shall state the particular kind of labor to be done and the names shall be certified in the order named above, from the subdivision covering such particular kind of labor. If there be no subdivision covering such particular kind of labor, or if the names in such subdivision be exhausted, the names shall, except as may be otherwise provided by the Commission, be so certified from the subdivision covering general labor, unless the head of department making a requisition shall designate some other subdivision, and there shall be names enough thereon to comply with the requisition, and in such case the certification shall be made from such subdivision.

All women applying for positions under Schedule D shall be registered and enrolled on a separate list; and upon a requisition of a head of department their names shall be certified, as in the case of men, in the order of enrollment: First, widows, with families; second, single women, including widows without families; third, married women.

The lists above provided for shall remain in force for one year, but all persons thereon shall, upon

making written application therefor, be placed on the list for the succeeding year in the order of their enrollment or registration on the previous lists.

The said Commission may, in its discretion, upon the request of any appointing officer, certify only such persons as are under or over an age to be specified by such officer in his requisition.

The said Commission may, if it deems it desirable at any time, provide for dividing the city into districts, and for making separate lists of laborers residing in each of such districts, and may also provide the manner in which requisitions for laborers may be made from the said lists. Said Commission may also at any time in its discretion, consolidate such lists, or any of them into one or more lists.

The said Commission may, from time to time, prescribe such rules as it may think desirable or convenient for carrying out the intention of this Regulation, and may in its discretion provide for the temporary employment of persons not on a list, in case of the exhaustion of any list or lists, and for such other matters or things pertaining to the administration of this Regulation as said Commission may from time to time find proper.

Rules of the Civil Service Commission.

Rule I.—Meetings of the Commission shall be regularly held on the first Wednesday of every month, excepting July and August, at 5 p. m. Meetings shall also, upon the direction of the Chairman, or of any other two members of the Commission, be called by the Secretary, who shall, in writing, notify every Commissioner of every meeting and of every adjournment of a meeting.

When a majority of the Commission does not attend a meeting, a less number may adjourn the meeting, and may direct, meantime, the suspension of any act or proceeding of the Commission, or any of its committees, or of its Chairman or Secretary, to consider which the meeting was called.

Rule II.—Each examination shall be conducted by a committee consisting of two members, to be designated by the Commission.

Rule III.—The action of every committee shall be deemed to be the action of the Commission, and shall be reported to the Commission at the next regular meeting held thereafter. Upon a written complaint by a person directly aggrieved, verified by his affidavit and filed with the Secretary, as to the action of a committee, or upon a written motion therefor by a Commissioner, the Commission may reverse or modify such action.

Rule IV.—No certificate of names upon an eligible list shall be sent to any officer or department for appointment therefrom, until two days after an eligible list is signed by the Chairman and announced. If before the expiration of that time any written complaint by a person directly aggrieved, and verified by affidavit, be filed with the Secretary concerning such eligible list, the Secretary shall at once call a meeting of the Commission, to be held within three days, to consider and act upon the complaint; no certificate for appointment to be meantime issued.

Rule V.—Except as hereinbefore provided, no certificate for appointment shall be suspended upon any complaint or motion, unless upon the direction of the Chairman or of the Commission.

Rule VI.—Any Committee may, for expert assistance at any examination, incur an expense not exceeding \$25, in addition to the actual and necessary disbursements of the expert, without the special vote of the Commission. The Chairman shall appoint an auditing committee, which shall consist of two members of the Commission, and said committee shall audit every charge for expenses incurred by the Commission, or for it by any committee.

Rule VII.—No member of the Commission shall sign as voucher under the application of any person applying for a position under the Civil Service Regulations, and no person who has signed an application as voucher shall be eligible as expert at the examination of the applicant for whom he has thus vouched.

Rule VIII.—These Rules may be amended at any meeting of the Commission upon a previous notice in writing, filed with the Secretary at least three days before the meeting; said notice to contain a copy of the proposed amendment. The Secretary shall notify each Commissioner of such proposed amendment.

Rule IX.—During the temporary absence from the city, or inability, of the Chairman of the Commission, the Vice-Chairman shall act as Chairman, or, in the absence of the Chairman and Vice-Chairman, the Commission may appoint an acting Chairman to serve during such absence or inability.

Appendix A.

Excepted Positions.

The Mayor.
 The Members of the Board of Aldermen.
 The Comptroller.
 The Auditor.
 The City Treasurer, ex officio.
 The Collector of Taxes.
 The Registrar of Arrears.
 The Counsel to the Corporation.
 The President of the Board of Assessment.
 The Assessors.
 The Commissioner of Police.
 The Fire Commissioner.
 The Commissioner of Health.
 The Commissioner of Buildings.
 The Commissioner of City Works.
 The Commissioner of Parks.
 The Commissioners of Civil Service.
 The Police Justices.
 The Examining Board of Plumbers.
 All Officers, Members and Employees of or under
 the Board of Education, and those who seek to enter
 the public service thereunder.
 The Members of the Board of Elections.
 The City Clerk.
 The Members of the Atlantic Avenue Improve-
 ment Commission.

Appendix B.

Positions in Schedule A.

Mayor's Office:
 1 Private Secretary.
 Civil Service Commission:
 1 Secretary.

P

Board of Aldermen:

- 1 Chief Clerk.
- 7 Clerks to Committees.
- 1 Messenger.
- 1 Assistant Messenger.
- 1 Sergeant-at-Arms.
- 1 Assistant Sergeant-at-Arms.
- 1 Clerk and City Auctioneer.

Department of Finance:

- 1 Deputy Controller.
- 1 Chief Clerk of Accounts.
- 1 Bond Clerk.
- 1 Assistant Bond Clerk.
- 1 Chief Clerk of arrears property.
- 1 Coupon Clerk.
- 1 Assistant Coupon Clerk.
- 1 Superintendent at Wallabout Docks.
- 1 Assistant Clerk of Accounts.
- 1 Chief Clerk Bureau of Taxes and Assessments.
- 1 Bookkeeper.
- 1 General Warrant Clerk.
- 12 Assistant Warrant Clerks.
- 1 Salary Warrant Clerk.
- 6 Dockmasters having custody of money.
- 3 Messengers.
- 1 Paymaster.
- 1 Assistant Paymaster.
- 1 Clerk of Docks.
- 1 Chief Searcher.

Department of Audit:

- 2 Deputy Auditors.
- 1 Chief Clerk.
- 1 Inspector.

Department of Collection:

- 1 Deputy Collector.
- 1 Chief Clerk.
- 1 Cashier.
- 8 Temporary Clerks (to serve during the press of business at the time for the receipt of taxes, and to be engaged chiefly in the receipt and handling of money).

Department of Arrears:

- 1 Deputy Registrar.
- 1 Cashier.
- 1 Assistant Cashier.
- 1 Keeper of Supplies.

Department of Law:

- 1 First Assistant Corporation Counsel.
- 8 Assistant Corporation Counsels.
- 1 Chief Clerk.
- 6 Law Clerks.

Department of Assessment:

- 1 Secretary.
- 1 Surveyor.

Department of Police:

- 1 Deputy Commissioner.
- 1 Counsel.
- 1 Property Clerk.
- 1 Superintendent.
- 1 Deputy Superintendent.
- 4 Inspectors.

Police Courts:

In each Court one Chief Clerk.

Department of Health:

- 1 Deputy.
- 1 Counsel.
- 1 Secretary.
- 1 Private Secretary.
- 1 Chief, Bureau Bacteriology.
- 1 Chief, Bureau of Chemistry.
- 1 Chief, Bureau Sanitary Engineering.
- 1 Medical Superintendent, Contagious Disease Hospital.
- 1 Superintendent of Disinfection.
- 1 Superintendent Shore Inspection.
- 1 Finance Clerk.
- 5 Drivers.

Experts and special inspectors appointed in emergencies by the Commissioner of Health, in accordance with Regulation IV.

Department of Fire:

- 1 Deputy Commissioner.
- 1 Secretary.
- 1 Fire Marshal.
- 1 Superintendent of Repair Shops.
- 1 Chief Engineer.
- 2 Assistant Chief Engineers.
- 1 Superintendent Bureau of Combustibles.
- 5 License Fee Collectors.

Department of Buildings:

- 1 Deputy Commissioner.
- 1 Assistant Deputy Commissioner.
- 1 Secretary.

Department of City Works:

Commissioner's Office—

- 1 Deputy Commissioner.
- 1 Pay Roll and Disbursing Clerk.
- 1 Secretary.
- 1 Chief Accountant.
- 1 Clerk to Commissioner.
- 1 Bookkeeper.

Engineer's Bureau—

- 1 Chief Engineer.
- 1 Assistant Engineer of Sewer Construction.
- 1 Engineer of Street Construction and Maintenance.
- 1 Engineer of Water Supply.

Bureau of Extension and Distribution—

- 1 Water Purveyor.
- 1 Deputy Water Purveyor.
- 1 Inspector of Special Connections.
- 1 Special Inspector.

Bureau of Water Rates—

- 1 Registrar.
- 1 Chief Clerk.
- 1 Cashier.
- 1 Assistant Cashier.
- 1 Clerk.
- 4 Stamp Clerks.
- 3 Temporary Clerks (to serve during the press of business at the time for payment of water rates, and to be engaged chiefly in the receipt and handling of money).

Bureau of Sewers—

- 1 Superintendent.
- 1 Assistant Superintendent.

Bureau of Streets—

- 1 Superintendent of Streets.

Wallabout Market—

- 1 Collector.

Department of Parks:

- 1 Deputy Commissioner.
- 1 Secretary.
- 1 Landscape Architect.
- 1 Keeper of Parade Ground.

City Clerk's Office:

- 1 Deputy City Clerk.
- 1 License Clerk.
- 1 Assistant License Clerk.
- 3 Bond and Warrant Clerks.

Board of Elections:

- 2 Chief Clerks.
- 1 Assistant Clerk.

City Hall:

- 1 Keeper.
- 1 Assistant Keeper.
- 5 Sealers of Weights and Measures.
- 1 Coal Inspector.

Brooklyn Disciplinary Training School for Boys:

- 1 Superintendent.
- 1 House Mother.
- 1 Day Caretaker.

Appendix C.

Positions in Schedule D.

Department of City Works:

- Curbsetters.
- Cleaners, men.
- Cleaners, women.
- Hostlers.
- Horses and carts, with drivers.
- Horses and wagons, with drivers.
- Laborers, ordinary.
- Laborers, special.
- Laborers, heavy work.
- Pavers.
- Rammers.
- Scrubwomen.
- Teamsters, single.
- Teamsters, double.
- Teams and trucks, with drivers.
- Teams, with drivers.
- Coalpassers.
- Office Boys.

Department of Parks:

- Attendants.
- Horses and carts, with drivers.
- Laborers, ordinary.
- Laborers, special.
- Teams and trucks, with drivers.
- Mowers.
- Office Boys.

Department of Health:

- Cooks.
- Laundresses.
- Laborers, ordinary.
- Laborers, special.

Nurses, men.
 Nurses, women.
 Waitresses.
 Laundresses.
 Office Boys.
 Matrons.
 Wardmaids.
 Scrubwomen.

Department of Police:
 Laborers, ordinary.
 Laborers, special.

Department of Fire:
 Office Boys.
 Coalpassers.
 Laborers, ordinary.
 Laborers, special.
 Cleaners, men.

Department of Law:
 Office Boys.

County Court House:
 Cleaners, men.
 Cleaners, women.
 Scrubwomen.

Hall of Records:
 Cleaners, women.
 Attendants, women.

Police Courts:
 Janitresses.
 Cleaners, women.

Public Baths:
 Matrons.
 Laborers, special.

Disciplinary Training School for Boys:

Laundresses.

Seamstresses.

Assistant Cooks.

Domestics to do general housework.

Department of Finance:

Laborers, special.

Department of Elections:

Cleaners, women.

Mayor's Office:

Office Boys.

Civil Service Commission:

Office Boys.

Appendix D.**Classification of Position in Schedule B, for the
Purposes of Examination.**

Note.—Unless otherwise mentioned, the rate of compensation specified is the annual rate, or the limits of the annual rate, of compensation at the date of these Regulations. If the compensation be at a daily rate or other rate than an annual rate, or if the employment be for less than a year, then the rate or limit of rates given is the compensation which would be paid for a year, if the employee were employed for the entire year at the same daily or other rate.

**CLASS 1—CLERICAL, BOOKKEEPING AND LIKE
POSITIONS.**

Sub-Grade A—All clerks, bookkeepers and like employees in all departments (not in this appendix elsewhere classified), whose compensation is \$750 or less.

Grade A—All clerks, bookkeepers and like employees in all departments (not in this appendix elsewhere classified), whose compensation is \$1,000 or less.

Grade B—All clerks, bookkeepers and like employees in all departments (not in this appendix elsewhere classified), whose compensation is more than \$1,000, but not exceeding \$1,250.

Grade C—All clerks, bookkeepers and like employees in all departments (not in this appendix elsewhere classified), whose compensation is more than \$1,250, but not exceeding \$1,500.

Grade D—All clerks, bookkeepers and like employees in all departments (not in this appendix elsewhere classified), whose compensation is more than \$1,500, but not exceeding \$1,750.

Grade E—All clerks, bookkeepers and like employees in all departments (not in this appendix elsewhere classified), whose compensation is more than \$1,750, but not exceeding \$2,000.

Grade F—All clerks, bookkeepers and like employees in all departments (not in this appendix elsewhere classified), whose compensation is more than \$2,000.

CLASS 2—DOCKMASTERS.

Grade A—Dockmasters not having the custody of money, \$1,000 or less.

Grade B—Dockmasters not having the custody of money, more than \$1,000.

CLASS 3—LAW CLERKS.

Grade A—Law clerks, \$1,200 or less.

Grade B—Law clerks, \$1,200 to \$1,500.

Grade C—Law clerks, \$1,500 or more.

CLASS 4—STENOGRAPHERS AND TYPEWRITERS.

Grade A—Stenographers, \$800 or more.

CLASS 5—SEARCHERS.

Grade A—Searchers, \$500 or less.

Grade B—Searchers, \$500 or more.

CLASS 6—INTERPRETERS.

Grade A—Interpreters, \$500 or more.

CLASS 7—MESSENGERS.

Grade A—Messengers, \$500 or less.

Grade B—Messengers, \$500 to \$1,000.

Grade C—Messengers, over \$1,000.

CLASS 8—FIRST: UNIFORMED POLICE FORCE.

Grade A—Patrolmen, \$800 to \$1,100.

Grade B—Roundsmen, \$1,200.

Grade C—Sergeants, \$1,750.

Grade D—Captains, \$2,700.

CLASS 8—SECOND.

Doormen in Uniformed Police Force, \$950.

CLASS 8—THIRD.

Bridgekeepers in the Police Department, \$900.

CLASS 9—UNIFORMED FIRE FORCE.

Grade A—Firemen, \$800 to \$1,050.

Grade B—Engineers, 1st grade, \$1,100; 2d grade, \$900; and drivers, \$1,000.

Grade C—Foremen, \$1,700.

Grade D—District Engineers, \$2,500.

CLASS 10—SURGEONS.

Grade A—All Surgeons, Department of Police, \$1,500.

Grade B—All Surgeons, Fire Department, \$2,000.

CLASS 11—SPECIAL VACCINATORS.

Grade A—All Special Vaccinators, Department of Health, \$900 or less.

Grade B—All Special Vaccinators Department of Health \$900 to \$1,000.

CLASS 12—SANITARY INSPECTORS.

Grade A—Nuisance inspectors, milk inspectors, dairy inspectors, food inspectors, vinegar inspectors, Department of Health, \$900 to \$1,250.

Grade B—Assistant sanitary inspectors, Department of Health, \$1,000 or less.

Grade C—Sanitary inspectors, Department of Health, \$1,350 or less.

Grade D—Assistant sanitary inspectors, Department of Health, \$1,000 to \$1,250.

Grade E—Sanitary inspectors, Department of Health, \$1,350 to \$1,500.

CLASS 13—CHEMISTS.

Grade A—Chemists and assistant chemists, Department of Health, \$900 or less.

Grade B—Chemists, Department of Health, \$900 to \$2,000.

CLASS 14—VETERINARY SURGEONS.

Grade A—Veterinary surgeons, Fire Department, \$2,500 or less.

CLASS 15—VETERINARY INSPECTORS.

Grade A—Veterinary inspector, Department of Health, \$900 or more.

CLASS 16—MEAT INSPECTORS.

Grade A—Meat inspectors, Department of Health, \$1,000 or less.

CLASS 17—DRAUGHTSMEN.

Grade Sub-A—Assistant draughtsmen, \$1,000 or less.

Grade A—Draughtsmen, \$1,000 or more.

Grade B—Architects and draughtsmen, \$1,500 or more.

CLASS 18—RODMEN, CHAINMEN, TRANSITMEN, LEVELERS, AND ASSISTANT CIVIL ENGINEERS.

Grade A—Rodmen and chainmen, \$1,000 or less.

Grade B—Transitmen and levelers, Department City Works, \$1,200 or less.

Grade C—Assistant civil engineers, \$1,500 or less.

Grade D—Assistant civil engineers, above \$1,500.

CLASS 19—INSPECTORS OF WALLABOUT MARKET.

Grade A—Inspectors of Wallabout Market, \$1,100 or less.

CLASS 20—INSPECTORS OF GENERAL CONSTRUCTION IN THE DEPARTMENT OF CITY WORKS.

Grade A—Inspectors of general construction, \$1,300 or less.

CLASS 21—INSPECTORS AND SURVEYORS OF SEWER CONSTRUCTION.

Grade A—Inspectors and surveyors of sewer construction, \$1,300 or less.

Grade B—Inspectors and surveyors of sewer construction, \$1,300 or more.

CLASS 22—INSPECTORS IN THE WATER RATES BUREAU.

Grade A—Inspectors in the Water Rates Bureau, including detectives and resurvey inspectors, \$1,050 and less.

Grade B—Inspectors in the Water Rates Bureau, including detectives and resurvey inspectors, \$1,100 or more.

CLASS 23—INSPECTORS OF CONNECTIONS.

Grade A—Inspectors of sewer connections and water connections, \$900 or less.

Grade B—Inspectors of sewer connections and water connections, \$900 or more.

CLASS 24—INSPECTORS OF PLUMBING.

Grade A—Inspectors of plumbing, \$1,200 or less.

Grade B—Inspectors of plumbing, \$1,200 or more.

CLASS 25—INSPECTORS OF BUILDINGS.

Grade A—Inspectors of buildings, Department of Buildings, \$1,200.

Grade B—Inspectors of buildings, Department of Buildings, \$1,500 or more.

CLASS 26—FOUNDRY INSPECTORS AND KEEPERS OF PIPE YARDS.

Grade A—Keepers of pipe yards in the Department of City Works and Foundry Inspectors in said department, \$900 or less.

Grade B—Keepers of pipe yards in the Department of City Works and Foundry Inspectors in said department, \$900 or more.

CLASS 27—INSPECTORS OF GARBAGE AND STREET OBSTRUCTIONS.

Grade A—Inspectors of garbage, Bureau of Streets, Department City Works; inspectors of erection of telegraph poles, and inspectors of street cleaning, \$1,200 or less.

CLASS 28—INSPECTORS OF LAMPS.

Grade A—Inspectors of lamps, \$1,000 and less.

Grade B—Inspectors of lamps, \$1,000 or more.

CLASS 29—INSPECTORS OF COAL.

Grade A—Inspectors of coal, \$1,200 or less.

CLASS 30—GENERAL INSPECTORS OF REPAIRS TO
BATHS.

Grade A—General inspectors of repairing and painting public baths, \$900 or more.

CLASS 31—FOREMEN AND SUPERINTENDENTS OF
REPAIRS.

Grade A—Foremen on street repairs, Foreman on repairs to pond banks, Foremen in charge of laborers, Keepers of streams and ponds, stream cleaners, Assistant keepers of reservoir, Foreman of conduit gangs, \$1,000 or less.

Grade B—Same positions as stated in above grade A of this class, \$1,000 or more.

CLASS 32—OILERS AND BOILER ENGINEERS.

Grade A—Engineers and oilers, over \$750, but less than \$1,000.

Grade B—Boiler engineers, \$1,100 or less.

Grade C—Boiler engineers, \$1,100 to \$1,400.

Grade D—Boiler engineers, \$1,400 to \$1,800.

Grade E—Chief Boiler engineers in charge of pumping station engines, \$1,800 or more.

CLASS 33—MACHINISTS.

Grade A—Machinists, \$500 or more.

CLASS 34—CARPENTERS AND MASONS.

Grade A—Carpenters and masons, \$900 or more.

CLASS 35—WHEELWRIGHTS.

Grade A—Wheelwrights, \$900 or more.

CLASS 36—TINSMITHS.

Grade A—Tinmiths, \$900 or more.

CLASS 37—BLACKSMITHS.

Grade A—Blacksmith's helpers, \$600 and less.

Grade B—Blacksmiths over \$750, but less than \$1,000.

Grade C—Blacksmiths, \$1,000 or over.

CLASS 38—KEEPERS AND WATCHMEN.

Grade A—Watchmen, \$600 and less.

Grade B—Watchmen, over \$600, but under \$800.

Grade C—Watchmen, \$800 or more.

CLASS 39—BOILER FIREMEN.

Grade A—Boiler Firemen, \$1,000 or less.

CLASS 40—BATH KEEPERS.

Grade A—Keepers, \$1,000 and less.

CLASS 41—PARK POLICE.

Grade A—Policemen.

Grade B—Station officers.

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Regulation XXVII.

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1. He may select the person graded highest as the result of an open competitive examination for merit and fitness.
2. He may name to the Examining Board three or more persons for such competitive examination, and appoint the one graded highest in such examination; or,
3. After an examination for fitness he may appoint or employ any person named by him, who upon a non-competitive examination for merit shall be duly certified by the Examining Board as qualified to discharge the duties of the position.

Regulation XXVIII.

Upon the non-competitive merit examination into the qualifications of a person named to the Board for a position in this schedule, the Examining Board will give a certificate to such person only when satisfied; (1st) that he is within the limits of age prescribed by the position or employment to which he has been named; (2d) that he is properly certified as free from any physical defect or disease which is likely to interfere with the proper discharge of his duties; (3d) that his character is such as to qualify him for such position or employment, and (4th) that he possesses the requisite knowledge and ability to enter on the discharge of his official duties. An officer naming to the Board a person for examination will, at the same time, transmit his certificate that, after due inquiry, he is satisfied that the character and habits of the person named fit him for the public service, and will append to the certificate such formal vouchers or credentials as to character as he may desire to have considered, or to put on file. In the determination of the character or habits of the nominee, the certificate thereof by the nominating officer will be considered as essential.

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Regulation XXXII.

Every original appointment or employment to permanent positions in Schedules B and C shall be upon a probationary term of one month, at the end of which time the appointee shall be deemed to have received a permanent and absolute appointment, unless before the end of two days thereafter he shall be notified of his rejection by the head of the department; in which event his employment shall cease and terminate.

Regulation XXXIII.

Promotions will in all cases be based upon the positive merit and fitness of the persons promoted, and upon his superior qualifications as shown by his previous service, and upon competitive examination therefor.

Regulation XXXIV.

Transfers of clerks and others included in Schedules B and C may be made from one office or department to another by the mutual consent of the heads of such offices or departments; every such transfer must be reported to the Board for record within five days from the date thereof. No transfer will be permitted from a position enumerated in Schedule B to a position in Schedule C, or from a position enumerated in Schedule C to a position in Schedule B, except by virtue of the examination which may be prescribed for the position to which they are to be transferred.

Regulation XXXV.

All new or omitted positions shall be deemed to be in Schedule B, as provided in Regulation IV, unless the assignment of such positions to some other schedule be made by the Board. To procure such an assignment to Schedule A, C or D application must be made to the Board in writing by the appointing officer before making any appointment. And the assignment shall be signed by the Chairman and filed with the records of the Board. Unless such application to the Board be made by the appointing

LONG ISLAND CITY

CIVIL SERVICE REGULATIONS.

LONG ISLAND CITY

CIVIL SERVICE REGULATIONS.

Regulation I.

These regulations shall apply to all positions in the public service of Long Island City, with the following exceptions required by the statutes, namely:

All elective officers whose titles and the special titles of the civil officers, other than elective, excepted under the provisions of the statute, and which appears in Schedule E, annexed.

Regulation II.

Appointments and promotions in the Civil Service of Long Island City shall be made according to merit and fitness, to be ascertained so far as practicable, by examinations which, so far as practicable, shall be competitive.

Regulation III.

1. The violation of any of the provisions of the Civil Service acts or of these rules by any person in the Municipal Civil Service shall be considered a good cause for the dismissal of such person from the service.

2. No person in the public service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

no one of them shall be otherwise in the employ of the city. Each examiner before entering upon the discharge of his duties shall take and file with the City Clerk an oath in the general form prescribed for other city officers.

The Mayor may, at any time, by filing with the City Clerk a written notification of the change, appoint another citizen in place of any one so appointed, who shall thereupon cease to be such examiner, and said Mayor will detail or employ a clerk who shall act as Secretary of said Board. It shall be the duty of the Board of Examiners to conduct all examinations called for under these regulations, and to estimate and determine the relation, excellence or standing of persons examined, prepare eligible merit lists and to certify same in such manner and form as may be prescribed, and upon request of the appointing officer to conduct and certify examinations for fitness and prepare and certify eligible lists therefor. They shall also prescribe such special qualifications as may be necessary for the various positions under these regulations.

The Secretary of the Board shall keep the minutes of their proceedings, and all necessary records of applicants, their examinations and standings, and a complete record of all persons employed in the several departments to which these rules apply, and of all appointments, promotions, dismissals, resignations and changes of any sort therein.

When not in attendance upon the Examining Boards the Secretary will act under the direction of the Mayor.

Regulation V.

The Civil Service of Long Island City shall be classified as follows: Schedule A shall include all deputies of officers and commissioners duly authorized by law to act for their principals, and all persons whose official relations are necessarily strictly confidential to the head of the office in which they serve (here give the distinctive official appellations of the deputies and other persons included in this schedule). Schedule annexed.

date of beginning of service and term for which appointed, salary, name of person in whose place appointed; the same to be duly certified by the appointing officer.

Regulation VII.

Applications of competitors for positions included in Schedule B must be addressed to the Secretary of the Municipal Civil Service Examining Board, Long Island City, and the applicant must state therein, on oath and in his own handwriting.

1. His full name, residence, giving street and street number.
2. His term of residence in the city.
3. His citizenship.
4. His date of birth.
5. His place of birth.
6. His previous employment in the public service, if any.
7. His business or employment for the last preceding five years.
8. The extent, place and nature of his education.
9. If in the military or naval service of the United States in the late war, give name of organization or vessel to which attached, date of enlistment or commission, position or rank, date and cause of discharge from the service, and any physical disability incurred in such service.
10. Such other information may be furnished as the Board may reasonably require, touching the applicant's fitness for the public service.

The application must be accompanied by a certificate of a practicing physician of good repute, that he has examined the applicant and found him free from any physical defect or disease that would be likely to interfere with the proper discharge of his duties in the position in the Civil Service sought by such applicant, and by the certificate of not less than three, nor more than five reputable citizens of the city that they have been personally acquainted with the applicant for at least one year, and believe him to be of good moral character, of temperate and industrious habits, and in all respects fit for the service which

Schedule B shall include Clerks, Copyists, Bookkeepers and others rendering clerical services, except Typewriters and Stenographers; also all public employees however designated, whether as "skilled laborers" or otherwise, who may be called upon to do or shall in fact do any clerical work.

Office boys (or girls) shall be employees actually employed as such in the offices of the departments of public service and who are paid at a rate not exceeding \$25 per month.

Office boys (or girls) who have served as such for two years, may, at the request of the head of the department in which they have served, be examined for the position of Junior Clerk, which position shall be classified in Schedule B.

Junior Clerks shall consist of employees who receive a compensation not exceeding \$600 per annum. Junior Clerk shall not be eligible to the position of Clerk except after the competitive examination prescribed for original appointment to said position.

Schedule C shall include Policemen and Doormen in the Police Department, and the uniformed force in the Fire Department.

Schedule D shall include all persons for whose duty special expert knowledge is required and not included in Schedule E.

Schedule E shall include Physicians, Nurses, Surgeons in the Police Department and Medical Officers in the Fire Department.

Schedule F shall include Stenographers, Typewriters and all classified positions not included in the foregoing schedules, except laborers or day workmen.

Schedule G shall include all persons employed as laborers or day workmen.

Each schedule shall also include the persons specified under that head in the classification hereto annexed, marked Appendix I.

Regulation 5.

For the purpose of ascertaining the qualifications of persons seeking or named for positions in the departments and offices of

the Municipal Government, there shall be a Board of Examiners for all positions in Schedules B, C, D, E and F.

This Board shall be composed of a Chief Examiner to be appointed by the Civil Service Commissioners, and as many citizens designated by the said Commissioners as they may deem necessary. None of such Examiners, however, shall be a public officer or employed in any other Department of the Municipal Government.

There shall be a Chief Examiner, who shall devote his whole time to the business of his office, who shall preside at meetings of the Board of Examiners, hear appeals from the decision of any of the Examiners, and have the general supervision of the work of the Examiners. The rate of compensation of the officers mentioned in this regulation shall be fixed by the Civil Service Commissioners, who will employ assistants, procure suitable offices and incur such other expenses as may be required for the efficient performance of the duties imposed upon them by the Laws of the State of New York.

It shall be the duty of such Board of Examiners, by such of its members as the Chief Examiner shall designate, to conduct all examinations called for under these regulations, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the City with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The examination of all candidates for the position of Examiner under this Commission shall be conducted by the Civil Service Commissioners or by experts appointed by them.

The Commissioners will employ a Secretary, who shall keep minutes of all proceedings and all necessary records of the examination, standing and certification of applicants, and a complete record of all persons employed in the several departments to which these regulations apply, and of all appointments, promotions, dismissals, resignations and other changes of any

kind therein. The Secretary shall have the general executive charge of the Civil Service office, shall assign the clerks and employees to their respective positions and superintend them in the discharge of their respective duties, and shall be Secretary of the Examining Board. The Secretary shall, after conference with the Chief Examiner, order and fix the dates of examinations, shall see that they are properly and efficiently advertised, and shall indicate to the Chief Examiner which examination shall be first rated and otherwise expedited, to the end that eligible lists which are most needed shall be first prepared.

The vouchers for the pay-rolls, and all other expenses incurred in carrying these regulations into effect, shall be certified to the Comptroller by the Secretary, or in the absence or disability or resignation of the said Secretary shall be certified to the Comptroller by the President of the Commission.

Regulation 6.

Appointments to positions in Schedule A may be made without examination; but the appointing officer shall file with the Secretary, within five days after making any such appointment, a formal notification thereof, setting forth the full name of the appointee, the date of his birth, length of his residence in the City of New York, nature of previous employment, whether he has ever been in official service before, and if so, when and where, the date of beginning of such service and term for which appointed, salary, name of person in whose place appointed, and such other statistical information as the Commission may deem proper for registration.

Regulation 7.

Vacancies in positions classified in Schedules B, C, D, E and F, not filled by promotion, shall be filled by selection from those who have passed highest in open competitive examinations, and for no such position shall any non-competitive examination be allowed. This regulation is without prejudice to the provisions of Regulation 58.

markings had instead been given them upon the new examination.

Regulation XVI.

The actual conduct of every examination for merit shall be under the responsible direction of the Board, or of its designated members, free from the interference or participation or influence of the appointing officer, or of any person other than assistant examiners or experts directly employed by the Board. No person employed in the department for whose benefit an eligible list is to be prepared, shall be employed as an expert upon the merit examination for such eligible list. The Board may, in the examination, give such relative importance to the different subjects or matters of examination, whether mental or physical, or to experience, occupation or training, as to them may seem fit. The appointing officer may prescribe to the Board, and upon its request he shall state to the Board, so far as is consistent with these Regulations, the general qualifications or attainments, physical or mental, or both, and the experience he deems necessary or proper to be possessed by persons filling the position for which an eligible list for merit is to be formed, and also of what age such person should be.

Regulation XVII.

Whenever physical qualifications are of prime importance to the proper discharge of the duties in any position, applicants must pass an additional examination as to their physical condition and capacity, and be certified as qualified in such respects either before admission to examination or before record on the proper merit list or before certification for appointment, as the Board of Examiners may determine.

Regulation XVIII.

All examinations, whether for merit or for fitness, shall be practicable in their character, and shall relate to those matters which shall fairly test the intelligence, competency, suitability and character of the applicants to discharge the duties of the

service for which they seek to be appointed. The Board, with the approval of the Civil Service Commissioners of the State, shall determine when examinations are not practicable, and when competitive examinations are not practicable in cases relating to the Civil Service of the City of Long Island City.

Regulation XIX.

No recommendation or question under the authority of these Regulations shall relate to the political opinions or affiliations of any person whatever; neither shall political opinions be discovered nor considered by the Board in their examinations. The Board shall not receive or consider any communications as to the qualifications or merits of any candidates for a position except such as are herein permitted, and except such communications as they may invite by way of verification of statements made by the candidate. No recommendation of any person who shall apply for office or place under these Regulations, which may be given by any Senator or member of Assembly, or officer confirmed by the Senate, or judge of any court, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under these Regulations (sec. 9, chap. 354, Laws of 1883).

Regulation XX.

The Board shall have power to correct any error and amend or revoke any schedule, list or other paper or record, where it appears that any errors or injustice has been done; provided, however, that after an eligible list is prepared and certified, it shall not be altered or revoked, except upon notice, by mail or otherwise, as the Board may direct, to all persons whose standing will be unfavorably affected by the alteration.

Regulation XXI.

In case any appointing officer shall become satisfied that the character or reputation of any person named on an eligible list is such as to make it unfit or improper to appoint him to a posi-

tion in the Civil Service of Long Island City he shall so state to the Board. And the Board shall have power in every case, where they are satisfied that the character or reputation of any applicant for a position, or any person named on an eligible list, is such as to make his appointment to a position in the Civil Service unfit or improper, to strike the name of such person from the roll of persons for examination, or from an eligible list; providing, that before they shall so strike his name from such roll or list, they shall advise him of the general grounds upon which they are about to proceed, that he may make such explanation as he may deem proper. And while making any investigation of the character or reputation of any person on an eligible list, the Board or its Chairman may, after causing to be entered on its minutes a statement of the information received by the Board tending to impugn such character or reputation, suspend certification of such candidate for a period not exceeding ten days. But nothing in this Regulation shall be so construed as to give to any person the right to a proceeding in the nature of a trial before the Board.

Regulation XXII.

No examination, eligible list, certificate or proceeding of the Board shall be prejudiced or affected by reason of any omission, informality or irregularity relating to any application or examination thereon, unless the person complaining or aggrieved shall notify the Board prior to the completion of the examination of such omission, informality or irregularity, and unless after such notice the Board shall determine such omission, informality or irregularity to be material.

Regulation XXIII.

All eligible lists existing prior to May 15, 1897, for appointment or promotion in the Civil Service of Long Island City are hereby abolished, provided, however, that all applicants, whose names are on said lists, be notified and directed to appear and participate in a new examination to be held under and pursuant

to these Regulations without being required to file new applications for same.

Regulation XXIV.

In the creation of new eligible lists for merit, ratings of fifty per centum for merit shall be based upon such written or oral examination, or both, as the Examiners in charge of a given examination shall determine.

Regulation XXV.

Applicants examined as in these Regulations provided shall be preferred for appointment and promotion according to their standing, ascertained by adding together the rating for merit and the rating for fitness. For each appointment or promotion one name shall be certified by the Board to the person or persons holding the power of appointment or promotion, and such name shall be that of the person, the result of whose combined ratings for merit and for fitness is highest in the examination for the position to which the appointment or promotion is to be made, provided, however, that the preference accorded to veterans of the late war by the Constitution and Laws of the State of New York, and by Regulation XXVI., shall be regarded in said certification.

Regulation XXVI.

Persons who have been honorably discharged from service in the Army or Navy of the United States in the late war shall be preferred for appointment to positions in the Civil Service over other persons of equal standing, as ascertained under these Regulations, and the person thus preferred shall not be disqualified from holding any position in the Civil Service on account of his age, or by reason of any physical disability, provided such disability does not render him incompetent to perform the duties of the position applied for.

examination on the obligatory subjects before taking up any of the optional subjects.

Regulation 17.

The time allowed for completing the examinations shall be announced before the first paper is given out.

For the obligatory subjects the examination shall be confined to a single day.

At or before the commencement of every examination, the weight to be given to every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Commission, upon its request, the general qualifications or attainments, physical or mental, or both, and the experience he deems necessary or proper in the position for which an eligible list is to be formed, and also within what limits of age the persons on such list should be.

Regulation 18.

No question in any examination or proceeding by or under these regulations shall relate to political or religious opinions or affiliations, and no appointment or selection to or removal from an office or employment within the scope of these regulations shall be in any manner affected or influenced by such opinions or affiliations.

MARKING.

Regulation 19.

The examination papers shall be reviewed by each Examiner separately, except where otherwise directed by the Commission, and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper, subject to the regulation as to revision.

Regulation XXIX.

As to appointments coming under Schedule D, no examination shall be required, but all changes in the employees shall be reported to the Board of Examiners, in order that the record of the Municipal Service may be at all times complete.

Regulation XXX.

Where a person upon an eligible list shall decline to accept an appointment, whether temporary or permanent, to a position permanent in its nature, and upon request of the Board shall not explain such declination satisfactorily to the Board, the Board may strike his name from the eligible list.

Regulation XXXI.

No temporary appointment to a position within Schedule B shall be made of any one not eligible for permanent appointment, excepting that in case of exigency, upon the certificate of chairman of the Board, that there are no candidates upon an eligible list for the position, and with the approval of the Mayor such temporary appointments may be made, and the appointee may hold office thereunder until an eligible list is prepared, and such eligible list shall thereupon be forthwith prepared and the position shall then be filled from such eligible list. In the event of the appointment of special patrolmen pursuant to the provisions of the City Charter such special patrolmen may be appointed without examination, and without reference to the qualifications laid down in these Regulations.

The name of a person on an eligible list who has received a temporary appointment shall, notwithstanding such appointment, be deemed to still remain upon the eligible list for the purpose of his certification for a permanent appointment, in like manner as if he did not hold such temporary appointment. No temporary appointment shall continue more than two months, except as hereinbefore provided, and except in cases where the Civil Service Board shall certify a longer continuance of such temporary appointment to be necessary for the public service.

Regulation XXXII.

Every original appointment or employment to permanent positions in Schedules B and C shall be upon a probationary term of one month, at the end of which time the appointee shall be deemed to have received a permanent and absolute appointment, unless before the end of two days thereafter he shall be notified of his rejection by the head of the department; in which event his employment shall cease and terminate.

Regulation XXXIII.

Promotions will in all cases be based upon the positive merit and fitness of the persons promoted, and upon his superior qualifications as shown by his previous service, and upon competitive examination therefor.

Regulation XXXIV.

Transfers of clerks and others included in Schedules B and C may be made from one office or department to another by the mutual consent of the heads of such offices or departments; every such transfer must be reported to the Board for record within five days from the date thereof. No transfer will be permitted from a position enumerated in Schedule B to a position in Schedule C, or from a position enumerated in Schedule C to a position in Schedule B, except by virtue of the examination which may be prescribed for the position to which they are to be transferred.

Regulation XXXV.

All new or omitted positions shall be deemed to be in Schedule B, as provided in Regulation IV, unless the assignment of such positions to some other schedule be made by the Board. To procure such an assignment to Schedule A, C or D application must be made to the Board in writing by the appointing officer before making any appointment. And the assignment shall be signed by the Chairman and filed with the records of the Board. Unless such application to the Board be made by the appointing

officer in advance of the appointment there shall be no transfer to Schedule A, C or D.

Regulation XXXVI.

Every change in the service of Long Island City shall be reported in writing within five days to the Board by the appointing officer in whose department the change takes place.

Regulation XXXVII.

Subject only to the qualifications required to be ascertained in accordance with these regulations, the power of appointment and the responsibility of selection are in all cases in the appointing officer. The power to remove existing by law on the part of any officer is not impaired by anything contained in these regulations.

Regulation XXXVIII.

No one dismissed from the service for misconduct shall be admitted to examination for appointment in any capacity in any department of the Municipal Service within two years from the date of such dismissal.

Regulation XXXIX.

Where the employment of a person in any grade of Schedule B is terminated because the work upon which he is engaged is suspended, he may be reappointed by the head of such department to the position in which he was formerly employed, and such person had been originally appointed from an eligible list then his name shall thereupon be replaced upon the eligible list from which he was appointed to the position thereon to which his original marking or rating entitled him, and be thereafter considered for appointment in all respects as if his name had been placed upon such eligible list on the date of such former termination of his employment.

Regulation XL.

After these regulations shall take effect no person in the Civil Service of Long Island City, whose position is subject to the regulations, shall be entitled to compensation unless appointed pursuant to these regulations.

SCHEDULE "A."

The Clerk to the Mayor.
 The Deputy Treasurer and Receiver of Taxes.
 The Clerk to the Attorney and Counsel to the Corporation.
 The Secretary to the Civil Service Examiners.
 The Clerk of the Standing Committee of the Common Council.
 The Attorney and Council to the Board of Health.
 The Deputy City Clerk.

SCHEDULE "B."

The Captain, Sergeants and Patrolmen of Police Force.
 All Engineers in Water or Educational Department.
 The Clerk to the Board of Assessors.
 The Clerk to the Board of Plumbers.
 The Clerk to the Board of Health.
 All Firemen.
 The Chief, Foremen, Engineers, Drivers and Firemen in Fire Department.
 Sergeant-at-Arms to Common Council.
 Janitors and Engineers in Public Buildings.
 All Clerks, Inspectors and similar city employees.
 Health Officer and Inspectors.

SCHEDULE "C."

None at present.

SCHEDULE "D."

(No regular employees).

SCHEDULE "E."

(Being the official positions to which the Civil Service not apply).

All Elective Officers.

The Attorney and Counsel to the Corporation.

The Commissioner of Public Works.

Police Commissioners.

School Commissioners.

Water and Fire Commissioners.

Assessors.

City Clerk.

Health Commissioners.

Superintendent of Schools.

Principals of Schools and Teachers.

The members of the Board of Elections, Poll and I Clerks.

Examining Board of Plumbers.

General Improvement Commissioners.

Pursuant to the statutes of this State for the regulation improvement of the Civil Service thereof, and providing examination thereunder, we, Stephen McClancy, Walter Buchanan and Preston Woods, constituting the Municipal Service Examining Board of Long Island City, do hereby scribe the foregoing Regulations for the admission of persons into the public service of said Long Island City, to take effect from the date of their approval by the Civil Service Commissioners of the State of New York.

Dated Long Island City, N. Y., August 19, 1897.

STEPHEN MCCLANCY,

WALTER J. BUCHANAN,

PRESTON WOODS,

Municipal Civil Service Examining Board

The foregoing Regulations are hereby approved.

Dated August 26, 1897.

PATRICK J. GLEASON,

Mayor of Long Island City, N. Y.

ALBANY, N. Y., September 15, 1897.

The foregoing regulations for the City of Long Island having been duly examined are hereby approved by the New York Civil Service Commission.

JOHN C. BIRDSEYE,
Secretary pro tem.

STATE OF NEW YORK, }
State Civil Service Commission.)

I have compared the preceding with the original on file in this office, and do hereby certify that the same is a correct transcript therefrom and of the whole of said original regulations.

JOHN C. BIRDSEYE,
Secretary.

Attest:

Albany, N. Y., May 2, 1901.

Municipal
Civil Service Regulations

of

The City of New York.



March 1, 1898.

March 5, 1898.

MUNICIPAL CIVIL SERVICE REGULATIONS

OF THE

CITY OF NEW YORK.

Regulation 1.

Appointments and promotions in the Civil Service of the City of New York shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive.

Regulation 2.

The violation of any of the provisions of the Civil Service Act, or of these regulations, by any person in the Civil Service of the City shall be considered a good cause for the dismissal of such person from the service.

Regulation 3.

The Commission shall have authority to prescribe such rules, in pursuance of and for the execution of the provisions of these regulations and of the Civil Service Act, as may not be inconsistent therewith, and may prescribe blank forms for all applications, certificates, reports, records and returns required under these regulations and the rules made in pursuance thereof. The Commissioners shall from their number choose a President to act during their pleasure, and they may from time to time appoint committees from their own number.

Regulation 4.

Schedule A shall include all positions not subject to competitive examination and not included in Schedule G.

DISMISSAL.

Regulation 41.

No one dismissed from the service for misconduct shall be eligible to appointment in any capacity in any department of the municipal service within two years.

Regulation 42.

Subject only to the qualifications required to be ascertained in accordance with these regulations, the power of appointment and the responsibility of selection are in all cases in the appointing officer. The power of any officer to remove is not impaired by anything contained in these regulations.

REINSTATEMENT.

Regulation 43.

Any person employed in any position in the service of The City of New York who shall be certified to the Secretary by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position within three years next following his leaving the service. If such employment was, after due certification for the same, under these rules, such person may be re-employed without further examination. If it was not subject to these rules such person may be re-employed upon passing an examination pursuant to these rules. If several persons are so certified they shall be placed on a separate eligible list, pursuant to these rules.

Regulation 44.

No person in the public service is under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body.

SCHEDULE B.

CLERICAL POSITIONS.

Regulation 45.

The general examination for admission to positions in Schedule B shall be in writing, and, on the following subjects, obligatory:

1. Handwriting.
2. Writing from dictation.
3. English spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing, or both.

Optional:

6. Copying from manuscript and indexing.
7. Arithmetic applied, viz.: Practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs; grammatical correctness and brevity of expressions will be considered.
9. Bookkeeping.
10. Expert penmanship.
11. Typewriting.
12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

Regulation 46.

The relative weight given to the several obligatory subjects in making up the average standing in Schedule B shall be as follows:

1. Handwriting	30
2. Writing from dictation.....	15

3. English spelling.....	15
4. Arithmetic	20
5. Making a summary, or letter-writing.....	20
Total of weights.....	100

Regulation 47.

The process of ascertaining the absolute standing of each competitor shall be as follows:

MUNICIPAL CIVIL SERVICE COMMISSION, JANUARY 10, 1898.

Result of Examination of Adam Roberts.

SUBJECTS.	STANDING ON SUBJECT.	WEIGHT GIVEN TO SUBJECT.	PRODUCT OF STAND- ING AND WEIGHT
1. Handwriting.....	88	30	2,640
2. Writing from Dictation	90	15	1,350
3. English Spelling.....	68	15	1,020
4. Arithmetic.....	72	20	1,440
5. Making a Summary.....	70	30	1,400
Total Product.....	...	...	7,700
Divide Product by sum of weights.....	...	100	...
General average standing.....	...	...	77
8. Letter-writing	...	...	85

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and shall be recorded in the preceding form as there shown. A similar form shall be used in stating the result of examination for appointment to positions under Schedules C, D, E and F.

At competitive examinations held for the position of Clerk, a separate eligible list will be made up having handwriting as its basis; and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

FIREMEN AND POLICEMEN.

Regulation 48.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Civil Service Commission and Examining Boards, and the same shall be filed in the office of the said Secretary. For all positions in said schedule, except for Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

CITY OF NEW YORK.....189 .

To the Municipal Civil Service Commissioners of The City of New York:

The undersigned states that he is.....years of age, respectfully asks an appointment as.....in the Department, City of New York, and refers you to the following testimonials:

Signed

Each of the undersigned respectfully represents to the Commissioners of.....City of New York, that he can and does hereby testify that he knows the above applicant personally, and that he is a man of good moral character, of sober and industrious habits, that he has never known him to be guilty or convicted of any criminal act or disorderly conduct; and each of the undersigned further says that he is not a keeper of a liquor saloon; that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Name..... Residence.....

excess of such number as can be conveniently examined on the same day, the applicants shall be notified to appear in their order on the register. Whenever the demands of the service may require, the Secretary shall notify the applicants of record, or such number as can conveniently be examined, to appear for examination, giving place, date and hour for such examination.

Regulation 9.

Applicants for the following positions must, before being admitted to examination, present satisfactory evidence as to the following facts:

First—If the position to be filled be that of Physician, Surgeon, Medical Officer, Inspector of Vaccination, or Sanitary Inspector, that the applicant is duly authorized by the laws of the State of New York to practice medicine and surgery.

Second—If the position to be filled be that of Chemist or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situations before they can be admitted to examination.

Regulation 10.

Defective applications shall be suspended and applicants notified to amend the same, but no such notice shall be given a second time. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the regulations, or is manifestly unfit for the service, the application shall be rejected.

Regulation 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person.

CONDUCT OF EXAMINATIONS.**Regulation 12.**

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each applicant shall sign his examination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All paper upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

Regulation 13.

No applicant shall be admitted to examination who is not physically fitted for the position he seeks, or be placed upon the eligible list whose character shall not be satisfactory to the Examining Board.

Regulation 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influence of the appointing officer, or of any person other than the Commissioners, Examiners or experts directly employed by the Board of Examiners or by the Commission.

The medical and physical examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following schedule, and fill up and certify the same in accordance with the result of such examination:

Schedule.

Name.....Age.....Residence.....

HAS THE APPLICANT ever been examined
by the Medical Officer of the Department, and if so, state the result? }

STATE THE EXACT Weight, A; Height, B: Circumference of Chest, C.	WEIGHT.	HEIGHT.	C. At forced expiration... inches. On full inspiration... inches.
	A.	B. Feet. Inches	

A. IS THE RESPIRING MURMUR clear and distinct over both lungs?	A.
B. Is the character of the Respiration Full, Easy and Regular?	B.
C. Are there any indications of Disease of the Organs of Respiration or their Appendages?	C.

A. IS THE CHARACTER of the Heart's action Uniform, Free, and Steady?	A.
B. Are its Sounds and Rhythm Regular and Normal?	B.
C. Are there any indications of Disease of this Organ or of the Blood Vessels?	C.

A. IS THE SIGHT good?	A.
B. Is the hearing good?	B.

IS THE APPLICANT SUBJECT TO
COUGH, Expectoration, Difficulty of Breathing, or Palpitation? }

A. ARE THE FUNCTIONS of the Brain and Nervous System in a Healthy State?	A.
B. Has the Brain or Spinal Cord ever been diseased?	B.

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or abdominal organs, or the skin, eyes, ears, limbs, etc. }

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional diseases, as phthisis, scrofula, rheumatism? }

DOES THE APPLICANT display any evidence of having or having had syphilis? }

HABITS, use of stimulants and tobacco. }

The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.	Minimum circum- ference of the Chest tolerable in applicant.		STATURE AND WEIGHT.— The stature shall not be below 5 feet 8 inches, nor the weight below that marked as its minimum accompani- ment in the subjoined table : **	
	Height. Feet. Inches.	Circum- ference of Chest. Inches.	Height. Feet. Inches.	Min. Weight. Pounds.
There should be a difference, of at least 2 inches, at forced expiration and on full inspiration.	5 7	33	5 7	135
	5 8	34	5 8	140
†Syphilitic taint in the applicant must always be regarded as good cause of rejection.	5 9	34½	5 9	145
	5 10	35	5 10	150
**Obesity must be regarded as a good cause for rejection.	5 11	35½	5 11	155
	6 ..	36	6 ..	160
	6 1	36½	6 1	165
	6 2	37	6 2	170
	6 3	37½	6 3	175
	6 4	38	6 4	180

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the Police Department the minimum height required is 5 feet 8 inches, and the weight 140 pounds.

(c) In the Fire Department the minimum height required is 5 feet 7 inches and the weight 135 pounds. In special instances, when recommended by the head of the Fire Department and by the Chief of Department, the minimum height required may be reduced to 5 feet 6½ inches, provided that in such cases the applicant shall weigh not less than 156 pounds, and have a chest measurement of not less than 36 inches.

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss.:

I.....being duly sworn, depose and say, that I
have returned true answers to the inquiries of.....
.....touching my personal and family health,
history, habits and antecedents, and that I am the person de-
scribed in the above record of examination.

Sworn to before me this }
...day of.....189 . }

.....
Notary Public (or Commissioner of Deeds).

Regulation 20.

In all examinations each subject shall be marked upon a scale of 100, which number represents the maximum possible attainment.

Regulation 21.

Every paper in any examination not formally certified by the Examiners shall be signed with his initials in ink by each Examiner who has reviewed and marked it.

Regulation 22.

Handwriting shall be judged, first, by its legibility (as to the ease with which it can be read); second, from its appearance as to correctness of form and finish and regularity of letters; and, third, by general evidence of care in execution. The markings shall be based on these three general characteristics, but the standard of perfection in each examination shall be fixed by the position to be filled. It shall be highest for clerks, and lower for other positions. In case no applicant seems to be entitled to a grade of one hundred in the scale adopted, he shall not be so graded; the marking shall be only according to merit. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots or other evidences of carelessness, shall, proportionately to their number, reduce the marking below one hundred. Words may be specially dictated for spelling, and the work shall be marked with reference to the ratio the misspelt words bear to the whole number.

Regulation 23.

No applicant for the position of Clerk, first grade, who receives in the ascertained average less than 80 per cent., or for the position of Inspector, Fireman or Policeman less than 80 per cent., or for any other position less than 70 per cent., shall be placed upon the eligible list.

No applicant for positions classified in Schedule B, or for professional positions, receiving less than 80 per cent., on the special subjects, shall be placed upon the eligible list.

No applicant for the position of Fireman or Policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed on the eligible list.

In case of all graded positions candidates who seek promotion shall be required to obtain 65 per cent. up to and including second grade, and 90 per cent. in all higher grades, and in the case of the uniformed force of the Fire and Police Departments, 70 per cent.

Regulation 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

Regulation 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the Secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character.

MUNICIPAL CIVIL SERVICE COMMISSION.

To..... NEW YORK.....189

SIR--Appended to the application of.....
for a position in the Municipal Service as a.....
is your general certificate of his (or her) good character and habits.

In addition to this, it is necessary before he (or she) can be appointed, that satisfactory information regarding his (or

her) character, habits and associates, be received directly from his (or her) certifiers.

I therefore respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the paper to me at your earliest convenience.

Very respectfully yours,

.....Secretary.

CERTIFIER'S STATEMENT.

This Sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?
2. Has he (or she) ever been employed by you, and if so, when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her) ?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation. State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name

Occupation

Address

No person from whom recommendations are required shall be appointed to any position for which an examination is necessary unless satisfactory answers are returned to these questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

Regulation 26.

The Secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained and the proficiency in the several subjects shown by the markings.

APPEALS—REVISION.

Regulation 27.

Complaints of injustice or unfairness on the part of any Examiner or Examining Board, or of any one acting under the Commission, shall be considered by such Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

SCHEDULE D.**Regulation 56.****PART 2.**

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such persons only when satisfied:

First—That he (or she) is within the limits of age prescribed for the situation named.

Second—That he (or she) is free from any physical defect or disease likely to interfere with the proper discharge of his (or her) duties.

Third—That his (or her) character is such as to qualify him (or her) for such employment; and

Fourth—That he (or she) possesses the requisite knowledge and ability to enter upon the discharge of the duties of such situation or employment.

The fourth article of the certificate shall be determined by the Examining Board from the results of the competitive examination of the different persons applying for the position to which the appointment is to be made. This examination shall have reference to the special qualifications, expert or otherwise, required for that particular position, and shall be practical in its character.

Regulation 57.

The general examination for admission to the subordinate places in Schedule D (being Part 2 of the classification hereto annexed) shall be in writing and on the following subjects:

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz.: addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position.

CERTIFICATION AND APPOINTMENT.

Regulation 29.

Whenever a vacancy shall occur within any grade of any class in Schedules B, C, D, E and F which, in the opinion of the appointing officer, the business of the City requires to be filled, he shall forthwith notify the Secretary of the vacancy and state whether the same is to be filled by appointment or by promotion. If the position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship, or whether any of the special qualifications denoted by the optional subjects are required, and, if so, which?

The Secretary shall thereupon, as soon as practicable, certify to the appointing officer for appointment or for promotion, from the eligible list appropriate to such position as it may then exist, the three persons having the highest standing on such eligible list, indicating such of them, if any, as have been honorably discharged from the military or naval service of the United States in the late war. The certificate of the Secretary shall, in all cases, state the percentage of the maximum obtained by each of the persons certified.

If the appointing officer shall notify the Secretary of more than one vacancy at any one time, the Secretary shall certify to the appointing officer for appointment or for promotion, as the case may be, the names of as many persons as there are vacancies to be filled, with the addition of two names for the first vacancy and one name for every two vacancies in addition to the first. The appointing officer shall thereupon appoint to the vacant position as many of the persons so certified as there are vacancies to be filled.

Until such appointment has been made to all positions for which names have been certified, or until said certification has been canceled, no new certification shall be made to fill said vacant position or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing power of the names certified by the Secretary, and the Sec-

the applicant has studied, or by whom he has been employed, on the following subjects:

Efficiency and accuracy in his own work.

Character for maintaining discipline among and getting good work from his subordinates, and when appropriate, anything else in his character or antecedents tending to show his fitness for the position which he seeks.

The relative weight to be given to these several subjects shall be as follows:

1. Technical knowledge.....	50
2. Experience	15
3. Mathematics	20
4. Report, etc.....	15
	100

SCHEDULE E.

Regulation 58.

The names of applicants for positions as Nurses shall be registered, and when a sufficient number have applied they shall be called for examination. The Examiners shall make inquiry regarding the age, condition of health, moral character, sobriety, personal habits, temper and temperament of each applicant. The educational test shall be to read, write legibly and work simple problems in arithmetic. When required the examination shall include such other subjects as will tend more effectually to ascertain the fitness of candidates.

Graduates from the Training School of the New York Hospital, the Training School of Bellevue Hospital, Metropolitan Training School, Training School of the City Hospital, and Training School of the Kings County Hospital, who have received diplomas from these institutions may, upon their own

This regulation shall not apply to any of the positions for which provision is otherwise made in Regulation 58.

If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Commission.

Regulation 30.

Notice shall, within five days from the date of appointment, be given in writing by the appointing power to the Secretary, of the person or persons selected for employment or appointment from among those who have been examined, of the place of residence of such persons, of the rejection of any such persons after probation, of transfers, resignations and removals, and of the date thereof, and a record of the same shall be kept by said Secretary. In all cases where the positions are graded according to the compensation received, and such grading determines the character of an examination, the appointing power shall, in addition to the foregoing, notify the Secretary of the rate of compensation to be paid to the person appointed.

Regulation 31.

No person on the eligible list shall be certified more than twice to the same appointing officer for the same bureau or institution, except at the request of said appointing officer, nor shall the name of any person remain upon the eligible list for appointment or promotion longer than one year from the date on which it is entered on such list, unless, in the interest of the public service, the Commission shall extend the time during which the eligible list upon which his name appears shall be in force.

The name of any person may be stricken from the eligible list for cause satisfactory to the Commission, to be specified in the minutes of the Commission.

No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating,

Is his sight good ?

Is his hearing good ?

Does he suffer from any nervous disease, as epilepsy or paralysis ?

Are there any circumstances connected with the applicant's health or strength besides what are stated above, that can, in your opinion, tend to render the applicant unfit for prison service as a Guard, Keeper or Watchman ?

If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him :

I, ..., do hereby certify that I have examined, the above applicant, and having in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature.)

Dated at.....this.....day of....., 189 .

SCHEDULE G.

Regulation 61.

Schedule G shall include all laborers and other employees in the City service who shall not be subject to examination under the Civil Service Rules or be specifically exempted from examination by said rules or by the statutes of this State.

There shall be appointed by the Civil Service Commissioners, at such salary as they may fix, a Clerk of the Civil Service Commissioners of The City of New York, to be known as the Labor Clerk.

by the Secretary to the Head of the Department in which he is employed.

PROBATION.

Regulation 35.

All employment in positions under any of the schedules, except Schedule G, shall be provisional, and such provisional service shall continue six months, except in Schedule C, when it shall be for one month, during which period the person so employed may at any time be peremptorily discharged from service. If during that period (subject as to Policemen and Firemen to Regulation 55) the conduct and character of the appointee are found satisfactory to the appointing officer, he shall, at the close thereof, receive an appointment, but otherwise his employment shall cease. Any one failing to receive appointment at the end of six months, except in the case of an appointment to a position the duties of which are completed before the end of the six months herein mentioned, shall be ineligible for one year for appointment in the municipal service in any department.

PROMOTION.

Regulation 36.

Promotions from the lower grades to the higher shall be on the basis of ascertained merit, seniority of service and examination, as hereinafter provided.

Regulation 37.

Except as herein otherwise provided, the positions in the various schedules shall be filled, when vacant, by the promotion of those in the service in lower grades in the department, office or institution in which the vacancy or vacancies may occur. Promotions shall be made, subject to the provisions of these regulations, by the officer or officers having the power of appointment. If, in the judgment of such officer or officers, there be none found in the lower grades fit to perform the duties in such

vacant positions, in that case, and in no other, the positions may be filled in the manner prescribed by these regulations for filling the positions in the lowest grade of the same class.

Regulation 38.

No person in the service who has not passed an examination under these regulations, or under those heretofore prescribed, shall be promoted or transferred to any position for which examination is required without passing an examination under the regulations of the same character as would an applicant for appointment to that position in the service.

Fitness for promotion shall be determined by the actual work of the persons named therefor, by the certificates and records hereinafter mentioned and such other information may be required by, or furnished to, the examining body and examination.

Promotions shall be made by successive grades. In case a vacancy in any position, it shall be filled by a selection from the next inferior grade, subject to any rule of the department as to length of previous service therein. It shall be the duty of the department in which a vacancy occurs to notify all persons having had the requisite term of service in the next inferior grade, and if there be no such person or persons, then all persons having had the requisite term of service in the next inferior grade, and so on until all the inferior grades are exhausted, necessary, that there will be a competitive examination for promotion.

It shall be the duty of the officer or officers constituting the appointing power in the department in which a vacancy exists to make and forward to the Civil Service Commission the joint or several certificates as to the efficiency, character and conduct of every person in such inferior grade who desires become an applicant for such promotion, together with such other statements bearing upon the fitness of such person or persons for promotion as the officer so certifying shall deem proper.

Such certificates shall be accompanied by a like certificate

of the immediate official superior of the person to be examined and a copy of the record of said person in the department to which he belongs. The examining body shall have the right to call upon the appointing power for further information upon any of the matters before them, and shall duly consider all communications that may be received by them in relation to the fitness of any candidate.

The appointing power shall determine, by general regulation, who are the immediate official superiors of the officers in each grade in the department.

Regulation 39.

Examiners of persons named for promotion shall personally question them concerning their office work and its purposes, in order to ascertain if they have a general and intelligent knowledge of the business in the department in which they are employed, and may require the persons examined to give a written description of the work done by them and its relation to the duties of others.

TRANSFER.

Regulation 40.

No transfer from one position in the Civil Service of the City to a position in said service classified in Schedules B, C, D, E or F shall be allowed without an open competitive examination, unless the person to be transferred shall previously have passed an open competitive examination equivalent to that required for the position to which he is to be transferred, or unless he shall have served the City with fidelity for at least one year in a similar position.

Upon the written request of an appointing officer stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

All transfers herein authorized shall be made only after the issuance of such certificate.

DISMISSAL.

Regulation 41.

No one dismissed from the service for misconduct shall be eligible to appointment in any capacity in any department or the municipal service within two years.

Regulation 42.

Subject only to the qualifications required to be ascertained in accordance with these regulations, the power of appointment and the responsibility of selection are in all cases in the appointing officer. The power of any officer to remove is not impaired by anything contained in these regulations.

REINSTATEMENT.

Regulation 43.

Any person employed in any position in the service of The City of New York who shall be certified to the Secretary by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position within three years next following his leaving the service. If such employment was, after due certification for the same, under these rules, such person may be re-employed without further examination. If it was not subject to these rules such person may be re-employed upon passing an examination pursuant to these rules. If several persons are so certified they shall be placed on a separate eligible list, pursuant to these rules.

Regulation 44.

No person in the public service is under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body.

SCHEDULE B.

CLERICAL POSITIONS.

Regulation 45.

The general examination for admission to positions in Schedule B shall be in writing, and, on the following subjects, obligatory:

1. Handwriting.
2. Writing from dictation.
3. English spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing, or both.

Optional:

6. Copying from manuscript and indexing.
7. Arithmetic applied, viz.: Practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs; grammatical correctness and brevity of expressions will be considered.
9. Bookkeeping.
10. Expert penmanship.
11. Typewriting.
12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

Regulation 46.

The relative weight given to the several obligatory subjects in making up the average standing in Schedule B shall be as follows:

1. Handwriting	30
2. Writing from dictation.....	15

3. English spelling.....
4. Arithmetic
5. Making a summary, or letter-writing.....

Total of weights.....

Regulation 47.

The process of ascertaining the absolute standing of competitor shall be as follows:

MUNICIPAL CIVIL SERVICE COMMISSION, JANUARY 10, 1 *Result of Examination of Adam Roberts.*

SUBJECTS.	STANDING ON SUBJECT.	WEIGHT GIVEN TO SUBJECT.	PER CENT OF STANDING WEIGHT
1. Handwriting.....	88	30	
2. Writing from Dictation	90	15	
3. English Spelling.....	68	15	
4. Arithmetic.....	72	30	
5. Making a Summary.....	70	30	
Total Product.....	...	...	
Divide Product by sum of weights.....	...	100	
General average standing.....	...	...	
8. Letter-writing	...	...	

The standing in each of the optional subjects in which competitor is examined shall be marked on a scale of 100 shall be recorded in the preceding form as there shown similar form shall be used in stating the result of examination for appointment to positions under Schedules C, D, E and

At competitive examinations held for the position of C a separate eligible list will be made up having handwriting its basis; and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

FIREMEN AND POLICEMEN.

Regulation 48.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Civil Service Commission and Examining Boards, and the same shall be filed in the office of the said Secretary. For all positions in said schedule, except for Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

CITY OF NEW YORK.....189 .

To the Municipal Civil Service Commissioners of The City of New York:

The undersigned states that he is.....years of age, respectfully asks an appointment as.....in the Department, City of New York, and refers you to the following testimonials:

Signed

Each of the undersigned respectfully represents to the Commissioners of.....City of New York, that he can and does hereby testify that he knows the above applicant personally, and that he is a man of good moral character, of sober and industrious habits, that he has never known him to be guilty or convicted of any criminal act or disorderly conduct; and each of the undersigned further says that he is not a keeper of a liquor saloon; that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Name..... Residence.....

Certificate of Medical and Physical Examiners.

We hereby certify that we have this day carefully and thoroughly examined, in accordance with the above instructions, ..., and find that he is.....sound in limb and body, is able-bodied..... of a robust constitution, has.....good eyesight, and good hearing, and in our opinion is..... physically.....qualified to sustain the labors and exposures, and perform the duties of a....., and that the above is a truthful record of the examination.

(Signed).....

New York, ..., 189..

Regulation 50.

The Physical Examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission. Such examiner shall report in writing to the Board of Examiners the result of such examination.

Regulation 51.

Applicants for positions shall then be submitted for further examination as to general qualifications.

General Qualifications.

1. General character: To include habits and reputation and to be ascertained in such manner as the Examining Board may determine with the aid directed by Regulation 48.

2. Experience: Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. Obligatory subjects:

(a) Spelling.

(b) Handwriting.

If so, when?.....In what capacity?.....
 Witness.....

Signature of Applicant.

City and County of New York, ss.:

.....being duly sworn, doth depose and
 say: I signed the above statement, and the same is true to the
 best of my knowledge and belief.

.....
 Signature of Applicant.

Sworn to before me this.....day
 of 189..

.....
 Signature of officer administering oath.

Regulation 49.

Every applicant for position in Schedule C, except Doorman
 in the Police Department, shall present to the Examining Board
 a statement in reference to his physical qualifications, in which
 he shall answer in writing the following questions:

Applicant's Statement.

Name

Date of birth.....

Occupation

Have you any disease now?.....

What diseases have you had during the last seven years?.....

Do you know of any hereditary disease in your family?.....

If your parents, brothers or sisters, or any of them, are dead,
 of what disease did they die?.....

Have you ever had fits?.....

Have you ever had any fracture or dislocation?.....

Have you ever received any injury to the head or spine?.....

Are you subject to piles?.....

Have you ever been vaccinated?.....

Have you ever had rheumatism?.....

.....Applicant.

The medical and physical examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following schedule, and fill up and certify the same in accordance with the result of such examination :

Schedule.

Name.....Age.....Residence.....

HAS THE APPLICANT ever been examined
by the Medical Officer of the Department,
and if so, state the result ?

STATE THE EXACT Weight, A ; Height, B ; Circumference of Chest, C.	WEIGHT.	HEIGHT.	C. At forced ex- piration...in- ches. On full inspira- tion...inches.
	A.	B. Feet, Inches	

A. IS THE RESPIRING MURMUR clear
and distinct over both lungs ?
B. Is the character of the Respiration Full,
Easy and Regular ?
C. Are there any indications of Disease of
the Organs of Respiration or their
Appendages ?

A.
.....
B.
.....
C.
.....

A. IS THE CHARACTER of the Heart's
action Uniform, Free, and Steady ?
B. Are its Sounds and Rhythm Regular and
Normal ?
C. Are there any indications of Disease of
this Organ or of the Blood Vessels ?

A.
.....
B.
.....
C.
.....

A. IS THE SIGHT good ?
B. Is the hearing good ?

A.
.....
B.
.....

IS THE APPLICANT SUBJECT TO
COUGH, Expectoration, Difficulty of
Breathing, or Palpitation ?

A. ARE THE FUNCTIONS of the Brain
and Nervous System in a Healthy
State ?
B. Has the Brain or Spinal Cord ever been
diseased ?

A.
.....
B.
.....

IF THE APPLICANT has had any serious
illness or injury, state expressly what
effect, if any, is perceptible in the heart,
lungs, kidneys or abdominal organs,
or the skin, eyes, ears, limbs, etc.

HAS THE APPLICANT any predisposition,
either hereditary or acquired, to any
constitutional diseases, as phthisis,
scrofula, rheumatism ?

DOES THE APPLICANT display any evi-
dence of having or having had syphilis ?

HABITS, use of stimulants and tobacco.

The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.	Minimum circum- ference of the Chest tolerable in applicant.		STATURE AND WEIGHT.— The stature shall not be below 5 feet 8 inches, nor the weight below that marked as its minimum accompani- ment in the subjoined table : **	
	Height.	Circum- ference of Chest.	Height.	Min. Weight.
There should be a difference, of at least 2 inches, at forced expiration and on full inspiration.	Feet. Inches.	Inches.	Feet. Inches.	Pounds.
	5 7	33	5 7	135
	5 8	34	5 8	140
	5 9	34½	5 9	145
† Syphilitic taint in the applicant must always be regarded as good cause of rejection.	5 10	35	5 10	150
	5 11	35½	5 11	155
	6 ..	36	6 ..	160
	6 1	36½	6 1	165
	6 2	37	6 2	170
** Obesity must be regarded as a good cause for rejection.	6 3	37½	6 3	175
	6 4	38	6 4	180

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the Police Department the minimum height required is 5 feet 8 inches, and the weight 140 pounds.

(c) In the Fire Department the minimum height required is 5 feet 7 inches and the weight 135 pounds. In special instances, when recommended by the head of the Fire Department and by the Chief of Department, the minimum height required may be reduced to 5 feet 6½ inches, provided that in such cases the applicant shall weigh not less than 155 pounds, and have a chest measurement of not less than 36 inches.

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss.:

I.....being duly sworn, depose and say, that I
have returned true answers to the inquiries of.....
.....touching my personal and family health,
history, habits and antecedents, and that I am the person de-
scribed in the above record of examination.

Sworn to before me this }
...day of.....189 . }

.....
Notary Public (or Commissioner of Deeds).

SCHEDULE D.

Regulation 56.

PART 2.

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such persons only when satisfied:

First—That he (or she) is within the limits of age prescribed for the situation named.

Second—That he (or she) is free from any physical defect or disease likely to interfere with the proper discharge of his (or her) duties.

Third—That his (or her) character is such as to qualify him (or her) for such employment; and

Fourth—That he (or she) possesses the requisite knowledge and ability to enter upon the discharge of the duties of such situation or employment.

The fourth article of the certificate shall be determined by the Examining Board from the results of the competitive examination of the different persons applying for the position to which the appointment is to be made. This examination shall have reference to the special qualifications, expert or otherwise, required for that particular position, and shall be practical in its character.

Regulation 57.

The general examination for admission to the subordinate places in Schedule D (being Part 2 of the classification hereto annexed) shall be in writing and on the following subjects:

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz.: addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position.

(c) Writing down from memory the substance of matter orally communicated.

(d) Arithmetic.

(e) Rules and Regulations relating to the duties of the position applied for.

(f) In the case of applicants for positions as Policemen, questions relating to City Government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the city naturally inquire. In the case of applicants for Fireman, these questions should be directed to the location of streets and buildings.

The relative weight given to the several obligatory subjects in making up the average standings will be as follows:

(a) Spelling	1
(b) Handwriting	1
(c) Writing from Memory.....	1
(d) Arithmetic	1
(e) Rules and Regulations relating to duties of position	4
(f) City Information (or knowledge of buildings, etc.)	2
Total of Weights.....	10

Regulation 52.

In making up the general average of the standing of applicants for positions in Schedule C, except Doormen in the Police Department, the relative value of the subjects shall be as follows:

Physical qualifications	4
Experience	1
Obligatory Subjects	5
Total of values.....	10

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualifica-

the applicant has studied, or by whom he has been employed, on the following subjects:

Efficiency and accuracy in his own work.

Character for maintaining discipline among and getting good work from his subordinates, and when appropriate, anything else in his character or antecedents tending to show his fitness for the position which he seeks.

The relative weight to be given to these several subjects shall be as follows:

1. Technical knowledge.....	50
2. Experience	15
3. Mathematics	20
4. Report, etc.....	15
	100

SCHEDULE E.

Regulation 58.

The names of applicants for positions as Nurses shall be registered, and when a sufficient number have applied they shall be called for examination. The Examiners shall make inquiry regarding the age, condition of health, moral character, sobriety, personal habits, temper and temperament of each applicant. The educational test shall be to read, write legibly and work simple problems in arithmetic. When required the examination shall include such other subjects as will tend more effectually to ascertain the fitness of candidates.

Graduates from the Training School of the New York Hospital, the Training School of Bellevue Hospital, Metropolitan Training School, Training School of the City Hospital, and Training School of the Kings County Hospital, who have received diplomas from these institutions may, upon their own

application, be placed upon the eligible list for Nurses with a grading of 100 without further examination, unless required by the Commission. Whenever the appointing officer shall notify the Secretary that he desires for the person to be appointed the experience and training required in the Training School, the names of such graduates shall be sent to him in preference to those of others upon such eligible list.

SCHEDULE F.

Regulation 59.

The positions coming under Schedule F being of a miscellaneous character, and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

PRISON KEEPERS.

Regulation 60.

Applicants for the positions of Guards, Watchmen or Keepers in prisons and workhouses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner.

The Physician making such examination shall answer the following questions in writing and sign his name and address to them :

Has the applicant any organic disease of the following organs, and if so, state what it is ?

Lungs.

Heart.

Kidneys.

Is he free from hernia ?

Is he free from varicose veins ?

Is his sight good ?

Is his hearing good ?

Does he suffer from any nervous disease, as epilepsy or paralysis ?

Are there any circumstances connected with the applicant's health or strength besides what are stated above, that can, in your opinion, tend to render the applicant unfit for prison service as a Guard, Keeper or Watchman ?

If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him :

I, ..., do hereby certify that I have examined, the above applicant, and having in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature.)

Dated at.....this.....day of....., 189 .

SCHEDULE G.

Regulation 61.

Schedule G shall include all laborers and other employees in the City service who shall not be subject to examination under the Civil Service Rules or be specifically exempted from examination by said rules or by the statutes of this State.

There shall be appointed by the Civil Service Commissioners, at such salary as they may fix, a Clerk of the Civil Service Commissioners of The City of New York, to be known as the Labor Clerk.

In addition to this the health and physical vigor of the applicant shall be tested, as hereinafter required.

The relative weight to be given to these several subjects in making up the average standing shall be as follows:

1. Handwriting	1
2. Arithmetic	1
3. Technical Knowledge.....	6
4. Experience	2
Total of Weights.....	10

PART 1.

No person shall be admitted as a competitor for appointment to any of the superior positions in Schedule D (being Part 1 of the classification hereto annexed), who shall not present to the Examining Board satisfactory evidence that he has received a diploma or certificate from some reputable institution showing that he has pursued in such institution, with credit for two years, a course of study adapted to qualify him for the position which he seeks, or for which his appointment is desired.

He may, however, produce in lieu of such diploma or certificate, certificates from one or more professional men in good standing to the effect that he has pursued with them or under their direction, and with credit to himself, a course of study similar to that before mentioned for at least three years.

Those admitted to competition for the superior positions in Schedule D shall be examined in writing on the following subjects:

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.
2. Experience tending to qualify the applicant for that position.

As part of the examination as to experience, the Examining Board shall make inquiries in writing of the persons with whom

the age, residence, citizenship, character, previous occupation, military or naval service of the applicant, and the number of persons dependent upon the applicant for support, and ascertain and determine, by examination into his capacity for labor and his habits as to industry and sobriety, whether he is qualified for the employment sought, and shall indorse a statement of the determination in that regard and the reasons for it upon his application, which shall thereupon be placed on file in order of registration as hereinafter stated. Any willfully false statement or fraudulent conduct on the part of the applicant shall disqualify him for registration.

An applicant who fails to report for physical examination or who changes his (or her) paper after filing the same, shall lose the registration number and shall be required to make a new application.

For any service other than that of common laborer, candidates will be required to produce a certificate from some competent person or persons, of his ability to do the special kind of work for which he desires to be certified.

Regulation 63.

All applicants determined to be qualified for the employment sought shall be registered in the order of their application in a Labor Register, to be kept by the Labor Clerk. This register shall subdivide such applicants according to the kind of labor, unskilled or special, for which they are found to be qualified. It shall state the name, age, residence, citizenship and previous occupation of the applicant, the kind of labor, unskilled or special, for which he is qualified, the date of his application, the number and relationship of the persons dependent upon him for support, the nature of his service, if any, in the army or navy of the United States in the time of war and of his discharge therefrom, his references, and such other information with reference to the applicant as the Civil Service Commissioners may from time to time require.

application, be placed upon the eligible list for Nurses with a grading of 100 without further examination, unless required by the Commission. Whenever the appointing officer shall notify the Secretary that he desires for the person to be appointed the experience and training required in the Training School, the names of such graduates shall be sent to him in preference to those of others upon such eligible list.

SCHEDULE F.

Regulation 59.

The positions coming under Schedule F being of a miscellaneous character, and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

PRISON KEEPERS.

Regulation 60.

Applicants for the positions of Guards, Watchmen or Keepers in prisons and workhouses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner.

The Physician making such examination shall answer the following questions in writing and sign his name and address to them:

Has the applicant any organic disease of the following organs, and if so, state what it is?

Lungs.

Heart.

Kidneys.

Is he free from hernia?

Is he free from varicose veins?

special, for which they are required, and the time and place of employment. Upon receiving such requisition the Labor Clerk, under the direction of the Civil Service Commissioners, shall certify to such officer the names of the persons on the registered list found qualified for the kind of labor required, stating as to each name, registration number, residence, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Civil Service Commission may direct. In making such certification, the Labor Clerk shall certify:

First—Veterans of the army or navy of the United States in the late Civil War, who are citizens and residents of this State, with families dependent upon them for support.

Second—Such veterans without families dependent upon them for support.

And veterans so certified shall be entitled to preference in appointment or promotion.

Third—Persons, not veterans, with families dependent upon them for support.

Fourth—Other persons.

If there be no subdivision covering the kind of labor required, or if the names in such subdivision be exhausted, the Labor Clerk shall certify from the subdivision covering unskilled labor, unless the officer making the requisition shall designate some other subdivision and there shall be names enough therein to comply with the requisition; in such case the certification shall be made from such subdivision.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk, within five days from the date of certification, the names, registration numbers and addresses of the persons so selected.

Regulation 65.

No person on any registered list shall be certified more than twice to the same appointing officer for the same department or office, for the same employment, except at the request of said

It shall be the duty of each Department of the City Service to report, in writing, to the Secretary of the Civil Service Commissioners, within ten days after a written request from him for such report, the names, duties and salaries of all employees hereby classified in Schedule G who shall, at the date of such request, be in the service of such Department.

Regulation 62.

All persons seeking any employment classified in Schedule G shall apply for registry for such employment to the Labor Clerk of the Civil Service Commissioners, who shall thereupon forthwith deliver to the applicant, or mail to him at the address given by him, a copy of these rules and an application-blank of such form as shall be prescribed by the Civil Service Commissioners, calling for the name, age, residence and citizenship of the applicant, the number and relationship of the persons dependent upon him for support, his previous occupation and service, if any, in the army or navy of the United States, and the date of his discharge therefrom and proof thereof, and also a certificate of character for the purpose of signature by two reputable residents of New York City, one of whom is or shall have been an employer of the applicant, vouching for his sobriety, trustworthiness, industry and capacity for labor and employment for which he seeks to be registered.

Upon receiving such application duly filled out and signed by the applicant with his name or mark, together with such certificate of character duly filled out and executed, the Labor Clerk shall cause a number to be affixed to the application, showing the order of its receipt, and thereafter shall enter the same in an application book in such order, and shall cause a written notice to be sent or given to the applicant stating the time and place of his examination for registry, fixed by the Civil Service Commissioners as hereinafter provided, at which time and place such examiner or examiners as may be selected by the Civil Service Commissioners shall, in such manner as the said Commissioners shall prescribe, make inquiry regarding

Regulation 67.

No Laborer or other employee whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position, or be appointed or promoted to any position classified in either of the other schedules, except upon the conditions prescribed in the Civil Service Regulations for appointment or promotion to such position.

Regulation 68.

No amendment to these regulations shall take effect until it has been printed for distribution and twice published in the *City Record*.

APPENDIX I.**Definition of Schedules.**

Schedule A shall comprise all positions which are classified as exempt from examination or which are subject to a non-competitive examination.

Schedule B shall comprise all positions of a clerical nature, which shall be graded as follows:

Office Boy:

Annual compensation of \$300 or less.

Junior Clerks:

Annual compensation of \$600 or less.

Senior Clerks and like employees:

First Grade, annual compensation of more than \$600,
but not more than \$1,000.

Second Grade, annual compensation of more than \$1,000,
but not more than \$1,500.

Third Grade, annual compensation of more than \$1,500,
but not more than \$2,000.

Fourth Grade, annual compensation of more than \$2,000,
but not more than \$2,500.

Fifth Grade, annual compensation of more than \$2,500.

Schedule C shall comprise the positions of Policemen and Doormen in the Police Department, and Uniformed Firemen in the Fire Department.

Schedule D, Part I., shall comprise all positions of a higher professional nature, for which a diploma or certificate is required. Part II. shall comprise all positions of a lower professional nature, for which a diploma is not required.

Engineering positions shall be graded as follows:

<i>Position.</i>	<i>Grade.</i>	<i>Maximum.</i>
FIRST GRADE.		
Axeman		\$900
SECOND GRADE.		
Chainman		\$1,080
Rodman		1,200
THIRD GRADE.		
Leveler		\$1,320
FOURTH GRADE.		
Engineering Inspector.....		\$1,500
Computer		1,800
Transitman		1,800
FIFTH GRADE.		
Assistant Engineer.....		\$2,100
SIXTH GRADE.		
Principal Assistant Engineer.....		\$3,000
FOURTH GRADE.		
Draughtsman, General.....		\$1,800
Draughtsman, Architectural or Mechanical.....		1,800
Draughtsman, Topographical.....		1,800
FIFTH GRADE.		
Draughtsman, Chief.....		\$2,000

Schedule E shall comprise all positions where medical services are rendered.

Schedule F shall comprise all positions of a miscellaneous nature.

Schedule G shall comprise the following positions:

(Letters of recommendation from former employers must be furnished by applicants for all positions other than common laborer.)

Baker,	Foreman's Assistant,
Barber,	Foreman of Laborers,
Basket Maker,	Gas Maker,
Batteryman,	Gas Maker's Assistant,
Batteryman's Assistant,	Groundman,
*Blacksmith,	*Horseshoer,
*Blacksmith's Helper,	*Hose Repairer,
Boat Builder,	*Hose Repairer's Helper,
Boatman,	Hospital Helper (Male and
*Bricklayer,	Female),
Bridge Tender,	Hospital Helper (Mechanic),
Butcher,	*Housesmith,
*Cabinet Maker,	Laborer,
*Carpenter (House),	Lighter of Markets,
*Carpenter (Ship),	Lineman,
*Cement Worker,	*Machinist,
Cleaner (Male and Female),	*Machinist's Apprentice,
Cook (Male),	*Machinist's Helper,
Cooper,	Mechanic, Department of
*Coppersmith,	Street Cleaning,
Coxswain,	Mechanic's Helper, Depart-
Cutter,	ment of Street Cleaning,
Deckhand,	Mower,
Diver's Tender,	Oiler,
Dock Builder,	*Painter (Decorator),
Driver, Department of	*Painter (Grainer),
Street Cleaning,	*Painter (House),
Dump Boardman, Depart-	*Painter (Letterer),
ment of Street Cleaning,	*Painter (Striper),
Flagger,	Paver,

*Pipe Calker,	Steward on Tug,
*Pipe Fitter,	Stoker,
*Plasterer,	*Stone Cutter
*Plumber,	Sweeper, Department of Street
Rammer,	Cleaning,
Rigger,	Tailor,
*Roofer,	*Tapper,
*Saw Filer,	*Tapper's Assistant,
Scowman,	*Tinsmith,
Seamstress,	Toolman,
*Ship Caulker,	Truckman,
Shoe Maker,	*Varnisher,
Sounder,	*Wheelwright,
Stableman,	*Woodworker.

* Subject to trade examinations.

Provided, however, that no public employee, however designated, whether as "Skilled Laborer" or otherwise, who may be called to do or shall in fact do any clerical work, shall be included in Schedule G.

Classification of the Civil Service of The City of New York.

NOTE—Reference to Regulations governing Schedules in the
following classification :

Schedule A, page .	Schedule E, page .
Schedule B, page .	Schedule F, page .
Schedule C, page .	Schedule G, page .
Schedule D, page .	Appendix I, page .

COMMISSIONERS OF ACCOUNTS.

SCHEDULE A.

Chief Clerk.	Examiner.
Stenographer to Commissioner.	Engineer.

SCHEDULE B.

Clerks (as graded in Appen- Office Boy or Girl.
dix I.).

SCHEDULE F.

Stenographer and Typewriter. Messenger.

SCHEDULE G.

Laborers (Appendix I.).

BOARD OF ALDERMEN.

SCHEDULE A.

Clerk.	Journal Clerk.
Deputy Clerk.	Sergeant-at-Arms.

Schedule C shall comprise the positions of Policemen and Doormen in the Police Department, and Uniformed Firemen in the Fire Department.

Schedule D, Part I., shall comprise all positions of a higher professional nature, for which a diploma or certificate is required. Part II. shall comprise all positions of a lower professional nature, for which a diploma is not required.

Engineering positions shall be graded as follows:

<i>Position.</i>	<i>Grade.</i>	<i>Maximum.</i>
FIRST GRADE.		
Axeman		\$900
SECOND GRADE.		
Chainman		\$1,080
Rodman		1,200
THIRD GRADE.		
Leveler		\$1,320
FOURTH GRADE.		
Engineering Inspector.....		\$1,500
Computer		1,800
Transitman		1,800
FIFTH GRADE.		
Assistant Engineer.....		\$2,100
SIXTH GRADE.		
Principal Assistant Engineer.....		\$3,000
FOURTH GRADE.		
Draughtsman, General.....		\$1,800
Draughtsman, Architectural or Mechanical.....		1,800
Draughtsman, Topographical.....		1,800
FIFTH GRADE.		
Draughtsman, Chief.....		\$2,000

Schedule E shall comprise all positions where medical services are rendered.

Schedule F shall comprise all positions of a miscellaneous nature.

Schedule G shall comprise the following positions:

(Letters of recommendation from former employers must be furnished by applicants for all positions other than common laborer.)

Baker,	Foreman's Assistant,
Barber,	Foreman of Laborers,
Basket Maker,	Gas Maker,
Batteryman,	Gas Maker's Assistant,
Batteryman's Assistant,	Groundman,
*Blacksmith,	*Horseshoer,
*Blacksmith's Helper,	*Hose Repairer,
Boat Builder,	*Hose Repairer's Helper,
Boatman,	Hospital Helper (Male and
*Bricklayer,	Female),
Bridge Tender,	Hospital Helper (Mechanic),
Butcher,	*Housesmith,
*Cabinet Maker,	Laborer,
*Carpenter (House),	Lighter of Markets,
*Carpenter (Ship),	Lineman,
*Cement Worker,	*Machinist,
Cleaner (Male and Female),	*Machinist's Apprentice,
Cook (Male),	*Machinist's Helper,
Cooper,	Mechanic, Department of
*Coppersmith,	Street Cleaning,
Coxswain,	Mechanic's Helper, Depart-
Cutter,	ment of Street Cleaning,
Deckhand,	Mower,
Diver's Tender,	Oiler,
Dock Builder,	*Painter (Decorator),
Driver, Department of	*Painter (Grainer),
Street Cleaning,	*Painter (House),
Dump Boardman, Depart-	*Painter (Letterer),
ment of Street Cleaning,	*Painter (Striper),
Flagger,	Paver,

*Pipe Calker,	Steward on Tug,
*Pipe Fitter,	Stoker,
*Plasterer,	*Stone Cutter
*Plumber,	Sweeper, Department of Street
Ramner,	Cleaning.
Rigger,	Tailor,
*Roofer.	*Tapper,
*Saw Filer,	*Tapper's As-i-tant,
Scowman,	*Tinsmith,
Seamstress,	Toolman,
*Ship Caulker,	Truckman,
Shoe Maker,	*Varnisher,
Sounder,	*Wheelwright,
Stableman,	*Woodworker.

* Subject to trade examinations.

Provided, however, that no public employee, however designated, whether as " Skilled Laborer " or otherwise, who may be called to do or shall in fact do any clerical work, shall be included in Schedule G.

Classification of the Civil Service of The City of New York.

NOTE—Reference to Regulations governing Schedules in the
following classification :

Schedule A, page .	Schedule E, page .
Schedule B, page .	Schedule F, page .
Schedule C, page .	Schedule G, page .
Schedule D, page .	Appendix I, page .

COMMISSIONERS OF ACCOUNTS.

SCHEDULE A.

Chief Clerk.	Examiner.
Stenographer to Commissioner.	Engineer.

SCHEDULE B.

Clerks (as graded in Appen- Office Boy or Girl.
dix I.).

SCHEDULE F.

Stenographer and Typewriter. Messenger.

SCHEDULE G.

Laborers (Appendix I.).

BOARD OF ALDERMEN.

SCHEDULE A.

Clerk.	Journal Clerk.
Deputy Clerk.	Sergeant-at-Arms.

SCHEDULE B.

Clerks (as graded in Appen- Engrossing Clerk.
dix I.).

SCHEDULE F.

Librarian. Stenographer and Typewriter.
Messenger.

ARMORY BOARD.

SCHEDULE A.

Secretary.

SCHEDULE B.

Clerks (as graded in Appen- Office Boy or Girl.
dix I.).

SCHEDULE D.

Part II.

Clerk of the Work (Inspector).

SCHEDULE F.

Stenographer and Typewriter. Messenger.
Janitor.

BOARD OF ASSESSORS.

SCHEDULE A.

Secretary. Chief Clerk.

SCHEDULE B.

Clerks (as graded in Appen- Map Clerk.
dix I.). Record Clerk.
Accountant.

SCHEDULE D.

Part II.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

AQUEDUCT COMMISSION.

SCHEDULE A.

Secretary.

Chief Engineer.

Chief Clerk.

Division Engineer.

SCHEDULE B.

Clerks (as graded in Appen-	Assistant Secretary.
dix I.).	Office Boy or Girl.

SCHEDULE D.

Part II.

Superintendent of Dam Con-	Axeman.
struction.	Chairman.
Topographical Draughtsman.	Rodman.
Draughtsman.	Leveler.
Inspector.	Transitman.
Engineman.	Part I.
Engineer Corps (as graded in	Assistant Engineer.
Appendix I.).	

SCHEDULE F.

Auditor.	Janitor.
Foreman.	Stenographer and Typewriter.
Foreman's Assistant.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF BRIDGES.

SCHEDULE A.

Deputy Commissioner.	Chief Clerk.
Chief Engineer.	Private Secretary to Commis-
Consulting Engineer.	sioner.
Chief Engineer and Superin-	Cashier.
tendent of the New York	
and Brooklyn Bridge.	

SCHEDULE B.

Clerks (as graded in Appen-	Time and Auditing Clerk.
dix I.).	Bookkeeper.

SCHEDULE D.

Part II.	Second Grade—
Engineer Corps (as graded in	Chief Engineman.
Appendix I.).	Inspector of Bridges.
Axeman.	Inspector of Iron.
Rodman.	Inspector of Masonry.
Leveler.	Inspector of Grading.
Transitman.	Part I.
Draughtsman.	Assistant Engineer.
Electrical Traction Engineer.	Resident Engineer.
First Grade—	
Engineman (Stationary).	

SCHEDULE F.

Stenographer and Typewriter.	Train Master.
Ticketman.	Train Dispatcher.
Assistant Ticketman.	Master Mechanic.
Conductor.	Superintendent of Supplies.
Storekeeper.	Foreman.
Messenger.	Assistant Foreman.
Driver.	Bridge Keeper.
Watchman.	Assistant Bridge Keeper.
Collector.	Superintendent of Bridges.

SCHEDULE G.

Laborers (as graded in Appendix I.).

DEPARTMENT OF BUILDINGS.

SCHEDULE A.

Secretary to the Board of Buildings.	Superintendent of Buildings.
Private Secretary to Commissioner.	Confidential Stenographer to Commissioner.
Chief Clerk.	Confidential Inspector.

SCHEDULE B.

Clerks (as graded in Appendix I.). Office Boy or Girl.

SCHEDULE D.

Part II.

Building Inspector of Plumbing, Light and Ventilation.	Building Inspector of Iron and Steel Construction.
Building Inspector of Masonry.	Inspector to Supervise Elevators (Machinists).
Building Inspector of Carpentry.	

SCHEDULE F.

Stenographer and Typewriter.	Driver.
Messenger.	Watchman.

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF PUBLIC CHARITIES.

SCHEDULE A.

Secretary to Department.	Purchasing Agent.
Private Secretary.	Superintendent of Out-door
Treasurer's Clerk.	Poor.

General Medical Inspector.	Superintendent Training
Chaplain.	School.
Superintendent of Hospital,	
Almshouse or Asylum and	
School.	

SCHEDULE B.

Clerks (as graded in Appen-	Property Clerk.
dix I.).	Executive Clerk.
Contract Clerk.	Office Boy or Girl.
General Bookkeeper and	
Auditor.	

SCHEDULE D.

Part II.

Apothecary.	Mechanical Engineer.
Chemist.	Supervising Engineer.
Druggist.	Photographer of the Unknown
Engineman (Stationary and	Dead.
Marine).	

SCHEDULE E.

Visiting Oculist.	Examiner in Lunacy.
Physician.	Matron.
Surgeon.	Nurse.
Assistant Physician.	Medical Superintendent of Hos-
Examining Physician of Belle-	pital.
vue Dispensary.	

SCHEDULE F.

General Storekeeper.	Morgue Superintendent or
Deputy Superintendent of	Keeper.
Training School.	Superintendent Drug Depart-
Deputy Superintendent of	ment.
Out-door Poor Depart-	Superintendent Stables.
ment.	Manager, Lodging House of
Permanent Visitor.	Homeless Men and Assist-
	ant.

Captain (Steamboat).	Visitor Out-door Poor Department.
Chief.	Registrar.
Coxswain.	Stenographer and Typewriter.
Driver (Ambulance).	Teacher.
Florist.	Medical Bath Attendant.
Farmer.	Messenger.
Foreman.	Laboratory Attendant.
Foreman's Assistant.	Examiner of Dependent Children.
Gardener.	Inspector of Orderlies.
Janitor.	Hospital Orderly.
Steward.	Pilot.
Storekeeper.	Housekeeper.
Telegraph Operator.	Orderly.
Telephone Operator.	Interpreter.
Watchman.	Keeper.
Investigating Officer, Lodging House for Homeless Men.	
Deputy Superintendent.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF CORRECTION.

SCHEDULE A.

Deputy Commissioner.	Purchasing Agent.
Secretary to Department.	Warden of Prison and Workhouse.
Private Secretary.	
Chaplain.	

SCHEDULE B.

Clerks (as graded in Appendix I.).	General Bookkeeper and Auditor.
	Office Boy or Girl.

SCHEDULE D.

Part II.	Supervising Engineer.
Engineer Corps (as graded in	Chief of Bertillon System.
Appendix I.).	Part I.
Engineman (Stationary and	Assistant Engineer.
Marine).	

SCHEDULE E.

Physician.	Apothecary.
Matron.	Nurse.

SCHEDULE F.

General Storekeeper.	Foreman.
Deputy Warden.	Assistant Foreman.
Stenographer and Typewriter.	Housekeeper.
Keeper (Male and Female).	Harnessmaker.
Orderly (Male and Female).	Janitor.
Chef.	Master Mechanic.
Captain.	Watchman.
Driver.	Messenger.
Pilot.	Mate.
Inspector of Meat.	Gardener.

SCHEDULE G.

Laborers (Appendix I.).

CITY CLERK.

SCHEDULE A.

City Clerk.	Deputy Clerk.
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SCHEDULE B.

Clerks (as graded in Appen-	Commissioner of Deeds Clerk.
dix I.).	

SUPERVISOR OF THE CITY RECORD.

SCHEDULE A.

Supervisor.	Private Secretary.
Deputy Supervisor and Ex-	
pert.	

SCHEDULE B.

Clerks (as graded in Appen-	Office Boy or Girl.
dix I.).	

SCHEDULE F.

Deputy Supervisor and Ac-	Messenger.
countant.	Bookbinder.
Storekeeper.	Janitor.

SCHEDULE G.

Laborers (Appendix I.).

CITY COURT.

SCHEDULE A.

Clerk.

SCHEDULE B.

Assistant Clerk.	Deputy Clerk.
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SCHEDULE F.

Stenographer.	Interpreter.
Attendant.	

CITY MAGISTRATES' COURTS.

SCHEDULE A.

Clerk.

SCHEDULE B.

Deputy Clerk.

SCHEDULE F.

**Stenographer.
Interpreter.**

Attendant.

COURT OF GENERAL SESSIONS.

SCHEDULE A.

Clerk.

Deputy Clerk.

SCHEDULE B.

Record Clerk.

Assistant Clerk.

SCHEDULE F.

Stenographer.

Attendant.

Chief Court Attendant.

Warden of Grand Jury.

Interpreter.

THE MUNICIPAL COURT.

SCHEDULE A.

Clerk.

Assistant Clerk.

SCHEDULE F.

Stenographer.

Attendant.

Interpreter.

COURT OF SPECIAL SESSIONS.

SCHEDULE A.

Clerk.

Deputy Clerk.

SCHEDULE B.

Assistant Clerk.

Subpoena Clerk.

SCHEDULE F.

Court Stenographer.	Messenger.
Interpreter.	Attendant.
Stenographer and Typewriter.	

MUNICIPAL CIVIL SERVICE COMMISSION.

SCHEDULE A.

Secretary.	Chief Clerk.
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SCHEDULE B.

Clerks (as graded in Appen-	Labor Clerk.
dix I.).	Office Boy or Girl.

SCHEDULE F.

Stenographer and Typewriter.	Second Grade—
First Grade—	Chief Examiner.
Examiner.	

CORONERS.

SCHEDULE A.

Clerk.

SCHEDULE B.

Clerks (as graded in Appen-	Assistant Clerk.
dix I.).	

SCHEDULE F.

Stenographer.

THE COUNCIL.

SCHEDULE A.

Chief Clerk.	Sergeant-at-Arms.
Journal Clerk.	

SCHEDULE B.

Clerks (as graded in Appendix I.).

SCHEDULE F.

Stenographer.	Page.
Doorman.	Messenger.
Custodian of Records.	Librarian.
Attendant.	

DEPARTMENT OF DOCKS.

SCHEDULE A.

Secretary.	Chief Clerk.
Treasurer's Clerk.	Dock Superintendent.
Private Secretary.	Engineer-in-Chief.

SCHEDULE B.

Clerks (as graded in Appendix I.).	Property Clerk.
	Office Boy or Girl.
Assistant Secretary.	Timekeeper.
Copyist.	

SCHEDULE D.

Part II.	Leveler.
Inspector Pier Building.	Transitman.
Inspector of Dredging.	Computer.
Inspector of Lumber.	
Draughtsman.	Part I.
Engineman (Stationary and Marine).	Engineer Corps (as graded in Appendix I.).
Engineer Corps (as graded in Appendix I.).	First Assistant Engineer.
	Assistant Engineer.
Axeman.	Surveyor.
Chainman.	Assistant Surveyor.
Rodman.	Hydrographer.

SCHEDULE F.

Stenographer and Typewriter.	Collector.
Searcher Water Grants.	Doorman.
Superintendent of Repairs.	Driver.
Superintendent of Sections.	Foreman.
Superintendent of Machinery.	Janitor.
Assistant Dock Superintendent.	Keeper.
	Messenger.
Captain of Derrick.	Roundsman.
Captain Pile Driver.	Watchman.
Dockmaster.	Weighmaster.
Dockmaster's Assistant.	Recreation Pier Attendant.
Diver.	Stationary Custodian and Messenger.
Pilot.	

SCHEDULE G.

Laborers (Appendix I.).

EAST RIVER BRIDGE COMMISSION.

SCHEDULE A.

Chief Engineer.	Chief Clerk.
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SCHEDULE B.

Clerk and Stenographer.	Clerks (as graded in Appendix I.).
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SCHEDULE D.

Part II.	Transitman.
Engineer Corps (as graded in Appendix I.).	Draughtsman.
	Part I.
Axeman.	Assistant Engineer.
Chainman.	Principal Assistant Engineer.
Rodman.	Resident Engineer.
Leveler.	

SCHEDULE F.

Stenographer and Typewriter. Watchman.
Messenger.

BOARD OF EDUCATION.

SCHEDULE A.

City Superintendent.	Supervisor of Special Branches.
Secretary.	Superintendent of School Sup-
Superintendent of School	plies.
Buildings.	Chief Clerk.
Deputy Superintendent of	All positions in the Nautical
School Buildings.	School.
Assistant City Superintend-	
ent.	

SCHEDULE B.

Clerks (as graded in Appen-	Chief Supply Clerk.
dix I.).	Assistant Supply Clerk.
Deputy Clerk.	Bookkeeper.
Office Boy or Girl.	

SCHEDULE D.

Engineer's Assistant.	Building Inspector.
Chief Inspector of Buildings	Sanitary Inspector.
and Repairs.	Fuel Inspector.
Patrol Building Inspector.	Assistant Draughtsman.

SCHEDULE E.

Surgeon.

SCHEDULE F.

Supervisor of Truancy.	Janitor (Engineer).
Auditor.	Janitor.
Stenographer and Typewriter.	Messenger.
Attendance Officer.	Driver.
Weighmaster.	Orderly.

SCHEDULE G.

Laborers (Appendix I.).

BOARD OF ESTIMATE AND APPORTIONMENT.

SCHEDULE A.

Chief Clerk.

Confidential Stenographer.

SCHEDULE B.

Clerks (as graded in Appendix I.).

FINANCE DEPARTMENT.

SCHEDULE A.

Deputy Comptroller.

Warrant Clerk.

Assistant Deputy Comptroller.

Auditor.

Deputy Collector of City Revenue.

Deputy Auditor.

Collector of Assessments and Arrears.

Private Secretary.

City Paymaster.

Deputy Collector of Assessments and Arrears.

Deputy City Paymaster.

Stock and Bond Clerk.

Assistant Deputy Collector of Assessments and Arrears.

Security Deposit Clerk.

Collector of City Revenues

Receiver of Taxes.

and Superintendent of Markets.

Deputy Receiver of Taxes.

Assistant Superintendent of

Assistant Deputy Receiver of Taxes.

Markets.

Cashier.

Contract Clerk.

Assistant Cashier.

Disbursing Clerk.

Examiner of Accounts of Institutions.

Paymaster's Clerk.

SCHEDULE B.

Custodian Mortgages, Titles, Register of Claims.

Deeds, etc.

General Bookkeeper.

Bookkeeper.	Assistant Keeper of Records.
Chief Clerk.	Chief Clerk to the Collector of
Clerk of Market.	City Revenue and Superin-
Assistant Contract Clerk.	tendent of Markets.
Clerks (as graded in Appen-	Law Clerk.
dix I.).	Office Boy or Girl.
Correspondence Clerk.	
Keeper of Records.	

SCHEDULE D.

Part II.	Inspector.
Engineer Corps (as graded in	Inspector of Coal.
Appendix I.).	Inspector of Provisions.
Engineer.	Part I.
Engineer on Pavements and	Assistant Engineer.
Pavement Work.	

SCHEDULE F.

Examiner of Trust Account.	Stenographer and Typewriter.
Examiner of Interest.	Doorkeeper.
Examiner of Assessment.	Messenger.
Examiner of Pay-roll.	Watchman.
Examiner of Coupons and	Special Messenger to Receiver
Claims.	of Taxes.
Examiner.	

SCHEDULE G.

Laborers (Appendix I.).

FIRE DEPARTMENT.

SCHEDULE A.

Deputy Commissioner.	Cashier.
Secretary.	Purchasing Agent.
Private Secretary.	Fire Marshal.
Inspector of Combustibles.	

SCHEDULE B.

Assistant Secretary.	General Bookkeeper and Au-
Secretary of the Relief Fund.	ditor.
Executive Clerk of Repairs to	Clerks (as graded in Appen-
the Building Superintend-	dix I.).
ent and Tenement House	Auditor.
Permits.	Office Boy or Girl.
Bookkeeper.	

SCHEDULE C.

First Grade—	Fourth Grade—
Uniformed Fireman.	Deputy Chief of Depart-
Second Grade—	ment.
Assistant Foreman and	Chief of Department.
Foreman.	Engineer of Steamer.
Third Grade—	Drillmaster and Instructor.
Chief of Battalion.	

SCHEDULE D.

Part II.	Inspectors.
Oil Surveyor.	First Grade—
Mechanical Engineer.	Inspector Fire Alarm Boxes.
Engineman (Stationary and	Second Grade—
Marine).	Chief Inspector.
Draughtsman.	
First Grade—	Part I.
Operator and Assistant.	Building Superintendent.
Second Grade—	Assistant Building Superintend-
Chief Operator.	ent.
Third Grade—	Surveyor.
Superintendent of Tele-	
graph.	

SCHEDULE E.

Medical Officer.

SCHEDULE F.

Deputy Fire Marshal.	Stenographer and Typewriter.
Assistant Fire Marshal.	Boilermaker.
Confidential Examiner.	Storekeeper.
Assistant Storekeeper.	Harnessmaker.
Driver.	Instrument Maker.
Foreman's Assistant.	Janitor.
Foreman.	Messenger.
Receiver of Supplies.	Weighmaster.
Superintendent of Stables.	Watchman.
Deputy Superintendent of Stables.	Stableman.

SCHEDULE G.

Laborers (Appendix I.).

HEALTH DEPARTMENT.

SCHEDULE A.

Secretary.	Assistant Sanitary Superintendent.
Private Secretary.	
Chief Clerk.	All minor positions in the Hospitals for Contagious Diseases.
Head of Bureau.	
Chief of Division.	
Assistant Registrar of Records.	

SCHEDULE B.

Assistant Chief Clerk for each Borough.	Clerks (as graded in Appendix I.).
Law Clerk.	Office Boy or Girl.
Complaint Clerk.	

SCHEDULE D.

Part II.	Second Grade—
First Grade—	Chemist.
Assistant Chemist.	Sanitary Inspector (Lay).

SCHEDULE F.

Assistant Deputy Commis-	Canvasser.
sioner.	Process Server.
Stenographer and Typewriter.	

LAW DEPARTMENT.

SCHEDULE A.

Assistant to Corporation Coun-	Private Secreatry to Corpora-
sel.	tion Counsel.
Chief Clerk.	

SCHEDULE B.

Deputy Chief Clerk.	First Grade—
Register Clerk.	Junior Law Clerk.
Process Clerk.	Second Grade—
Clerks (as graded in Appen-	Senior Law Clerk.
dix I.).	Office Boy or Girl.
Copyist.	

SCHEDULE F.

Examiner.	Messenger.
Librarian.	Process Server.
Stenographer and Typewriter.	

MAYOR'S OFFICE.

SCHEDULE A.

Secretary.	Deputy Chief of the Bureau of
Confidential Clerk.	Licenses.
Chief Clerk.	Cashier.
Confidential Stenographer.	Warrant and Bond Clerk.
Chief of the Bureau of Li-	Confidential Messenger.
censes.	

SCHEDULE B.

Clerks (as graded in Appendix I.). Office Boy or Girl.

SCHEDULE D.

Part II.	Inspector of Regulating, Grading and Paving.
Engineering Corps (as graded in Appendix I.).	Inspector of Incumbrances.
Axeman.	Inspector of Vaults and Areas.
Chainman.	Engineer (Stationary).
Rodman.	Part I.
Leveler.	Engineering Corps.
Transitman.	Assistant Engineer.
Inspector of Street Openings.	Topographical Engineer.

SCHEDULE F.

Stenographer and Typewriter.	Measurer.
Messenger.	Gardener.
Foreman (Mechanic).	Rockman.
Assistant Foreman (Mechanic).	Watchman.

SCHEDULE G.

Laborers (Appendix I.).

COMMISSIONER OF JURORS.

SCHEDULE A.

Deputy Commissioner.	Chief Clerk.
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SCHEDULE B.

Enrollment Clerk.	Clerks (as graded in Appendix I.).
Exempt Clerk.	Office Boy or Girl.

SCHEDULE F.

Assistant Deputy Commis-	Canvasser.
sioner.	Process Server.
Stenographer and Typewriter.	

LAW DEPARTMENT.

SCHEDULE A.

Assistant to Corporation Coun-	Private Secreatry to Corpora-
sel.	tion Counsel.
Chief Clerk.	

SCHEDULE B.

Deputy Chief Clerk.	First Grade—
Register Clerk.	Junior Law Clerk.
Process Clerk.	Second Grade—
Clerks (as graded in Appen-	Senior Law Clerk.
dix I.).	Office Boy or Girl.
Copyist.	

SCHEDULE F.

Examiner.	Messenger.
Librarian.	Process Server.
Stenographer and Typewriter.	

MAYOR'S OFFICE.

SCHEDULE A.

Secretary.	Deputy Chief of the Bureau of
Confidential Clerk.	Licenses.
Chief Clerk.	Cashier.
Confidential Stenographer.	Warrant and Bond Clerk.
Chief of the Bureau of Li-	Confidential Messenger.
censes.	

SCHEDULE B.

Clerks (as graded in Appen- Office Boy or Girl.
dix I.).

SCHEDULE F.

Stenographer and Typewriter. Sealer of Weights and Meas-
Messenger. ures.

Inspector of Weights and Inspector.
Measures.

MUNICIPAL STATISTICAL COMMISSION.

SCHEDULE A.

Chief of Bureau.

SCHEDULE B.

Clerks (as graded in Appendix I.).

SCHEDULE F.

Stenographer and Typewriter

DEPARTMENT OF PUBLIC BUILDINGS, LIGHTING
AND SUPPLIES.

SCHEDULE A.

Deputy Commissioner.	Consulting Engineer of Light-
Head of Bureau.	ing and Electricity.
Chief Clerk.	Consulting Engineer of Public
Secretary.	Buildings.
Private Secretary.	Consulting Architect.

SCHEDULE B.

Clerks (as graded in Appen- Bookkeeper.
dix I.). Contract Clerk.

SCHEDULE D.

Part II.		Draughtsman.
First Grade—	Assistant Inspector of Gas Meters.	First Grade—
Second Grade—	Inspector of Gas Meters.	Inspector of Public Buildings.
Third Grade—	Chief Inspector of Gas Meters.	Second Grade—
First Grade—	Assistant Inspector of Street Openings.	Chief Inspector of Public Buildings.
Second Grade—	Inspector of Street Openings.	Engineman (Stationary).
		Part I.
		Electrical Engineer.
		First Grade—
		Inspector of Gas Tests.
		Second Grade—
		Chief Inspector of Gas Tests.

SCHEDULE F.

Superintendent of Repairs and Supplies.	Messenger.
Stenographer and Typewriter.	Matron.
Bath Attendant (Male and Female).	Watchman.
	Janitor.
	Foreman, Repairs of Buildings.

SCHEDULE G.

Laborers (Appendix I.).

BOARD OF PUBLIC IMPROVEMENTS.

SCHEDULE A.

Secretary.	Consulting Engineer.
Chief Engineer.	Private Secretary.

SCHEDULE B.

Clerks (as graded in Appendix I.). Clerk in Charge of Street Opening Matters.

SCHEDULE D.

Part II.	Part I.
Draughtsman.	Assistant Engineer. Surveyor.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

DEPARTMENT OF PUBLIC PARKS.

SCHEDULE A.

Secretary.	Landscape Architect.
Private Secretary.	Chief Engineer.
Superintendent.	Chief Clerk.

SCHEDULE B.

Clerks (as graded in Appendix I.). Timekeeper.
Office Boy or Girl.

SCHEDULE D.

Part II.	Mechanical Assistant.
Engineer Corps (as graded in Appendix I.).	Mechanical Engineer.
	Inspectors:
Axeman.	First Grade—
Chainman.	Inspector of Shops.
Rodman.	Inspector Pier Buildings.
Leveler.	Second Grade—
Transitman.	Assistant General Inspector.
Computer.	
Draughtsman.	

Third Grade—	Assistant Engineer and
General Inspector.	Draughtsman.
Engineman (Stationary and	Entomologist.
Marine).	Meteorologist.
	Engineer of Construction.
Part I.	Topographical Engineer.
Assistant Engineer.	Architect.

SCHEDULE F.

Paymaster.	Driver.
Superintendent of Supplies	Foreman.
and Repairs.	Foreman's Assistant.
Director of Menagerie.	Gardener.
Doorman.	Gardener's Apprentice.
Stenographer and Typewriter.	Harnessmaker.
Purchasing Agent.	Janitor.
Cottage Attendant (Male and	
Female).	

SCHEDULE G.

Laborers (Appendix I.).

POLICE DEPARTMENT.

SCHEDULE A.

Deputy Treasurer.	Complaint Clerk.
Chief Clerk.	Auditor.
Property Clerk.	Superintendent of Elections.
Private Secretary.	Chief of Branch Bureau of
Treasurer's Clerk.	Elections.
Confidential Stenographer to	
President.	

SCHEDULE B.

Clerks (as graded in Appendix I.).

SCHEDULE C.

Doorman.

First Grade—

Patrolman.

Second Grade—

Sergeant.

Third Grade—

Captain.

Fourth Grade—

Inspector.

Fifth Grade—

Deputy Chief.

Sixth Grade—

Chief.

SCHEDULE D.

Part II.

First Grade—

Operator.

Second Grade—

Deputy Superintendent of

Telegraph.

Third Grade—

Superintendent of Telegraph.

Mechanical Engineer.

Engineman (Marine).

Clothing and Equipment Clerk.

SCHEDULE E.

Surgeon.

SCHEDULE F.

Stenographer and Typewriter. Matron.

SCHEDULE G.

Laborers (Appendix I.).

PRESIDENT OF BOROUGH.

SCHEDULE A.

Secretary.

Private Secretary.

SCHEDULE B.

Clerks (as graded in Appendix I.). Office Boy or Girl.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

RAPID TRANSIT COMMISSION.

SCHEDULE A.

Secretary. Chief Engineer.

SCHEDULE F.

Messenger.

DEPARTMENT OF SEWERS.

SCHEDULE A.

Deputy Commissioner.	Private Secretary to Commis-
Consulting Engineer.	sioner.
Chief Engineer.	Head of Bureau.
Secretary.	Chief Clerk.
Cashier.	

SCHEDULE B.

Bookkeeper.	Clerks (as graded in Appen-
Timekeeper.	dix I.).
Office Boy or Girl.	

SCHEDULE D.

Part II.

Engineering Corps (as graded	Rodman.
in Appendix I.).	Leveler.
Axeman.	Transitman.
Chainman.	

Inspectors:

Inspector of Sewer Construc-	Inspector of Cement.
tion.	Draughtsman (Topographical
Inspector of Sewer Connec-	and Mechanical).
tions.	

Part I.

Engineering Corps.	Assistant Engineer.
Principal Assistant Engineer.	

SCHEDULE F.

Superintendent of Maintenance and Repairs.	Stenographer and Typewriter.
	Messenger.
Assistant Superintendent of Maintenance and Repairs.	Watchman.

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF STREET CLEANING.

SCHEDULE A.

Deputy Commissioner.	Private Secretary to Commissioner.
General Superintendent.	
Chief Clerk.	Head of Bureau.

SCHEDULE B.

Property Clerk.	Clerks (as graded in Appendix I.).
Application and Registration Clerk.	
	Office Boy or Girl.
Bookkeeper.	

SCHEDULE D.

Part II.

Map Clerk and Draughtsman.	Engineman (Stationary and Marine).
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SCHEDULE E.

Medical Examiner.

SCHEDULE F.

Stenographer and Typewriter.	Section Foreman.
Assistant Superintendent.	Time Collector.
Superintendent of Stables.	Tug and Scow Inspector.
Superintendent of Final Dis-	Dump Inspector.
position and Assistant.	Assistant Dump Inspector.
Master Mechanic.	Assistant Section Foreman.
District Superintendent.	Hostler.
Stable Foreman and Assistant.	Pilot.

SCHEDULE G.

Laborers (Appendix I.).

BUREAU OF STREET OPENINGS.

SCHEDULE B.

General Bookkeeper.	Clerk to Bureau of Street
Clerks (as graded in Appen-	Openings.
dix I.).	

SCHEDULE F.

Computer of Accounts.	Stenographer and Typewriter.
Searcher.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF TAXES AND ASSESSMENTS.

SCHEDULE A.

Assistant to Commissioner.	Secretary.
Confidential Stenographer to	Private Secretary to President.
Commission.	

SCHEDULE B.

Accountant.	Office Boy or Girl.
Clerks (as graded in Appendix I.).	

SCHEDULE D.

Part II.	Part I.
Draughtsman.	Engineering Corps (as graded in Appendix I.).
	Assistant Surveyor.
	Surveyor.

SCHEDULE F.

Deputy Commissioner.	Messenger.
Stenographer and Typewriter.	

COMMISSIONER OF WATER SUPPLY.

SCHEDULE A.

Deputy Commissioner.	Assistant Cashier.
Secretary.	Head of Bureau.
Consulting Engineer.	Private Secretary to Commissioner.
Chief Engineer.	
Cashier.	

SCHEDULE B.

Clerks (as graded in Appendix I.).	Timekeeper.
	Office Boy or Girl.
Bookkeeper.	

SCHEDULE D.

Part II.	
Engineering Corps (as graded in Appendix I.).	Rodman.
	Leveler.
Axeman.	Transitman.
Chainman.	Inspectors.

First Grade—

Inspector of Making
Pipes.Inspector of Making
Hydrants.

Inspector of Masonry.

Inspector of Laying Pipe.

Inspector of Construction.

Inspector of Meters and Engineering Corps.

Water Consumption.

Second Grade—

Assistant General Inspector.

Draughtsman, Topographical
and Mechanical.

Engineman.

Mechanical Engineer.

Hydraulic Engineer.

Part I.

Assistant Engineer.

Topographical Engineer.

SCHEDULE F.

Stenographer and Typewriter. Measurer.

Foreman.

Patrolman on Aqueduct.

Assistant Foreman.

Rockman.

Messenger.

Watchman.

SCHEDULE G.

Laborers (Appendix I.).

**MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF
NEW YORK.**

The foregoing regulations for appointment to and promotion in the civil service of The City of New York, and for classifications and examinations therein, and for the registration and selection of laborers for employment therein are hereby prescribed.

Dated New York City, March 1, 1898.

CHAS. H. KNOX,
ROBT. E. DEYO, } *Commissioners.*
WM. N. DYKMAN, }

MAYOR'S OFFICE, CITY OF NEW YORK.

The foregoing regulations and classifications for appointments and promotions in the civil service of The City of New York, as prescribed by the Municipal Civil Service Commission, are hereby approved.

Dated New York City, March 5, 1898.

ROBERT A. VAN WYCK,
Mayor.

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FIFTEENTH ANNUAL REPORT

OF THE

Municipal Civil Service Commission

OF

THE CITY OF NEW YORK

FOR THE

YEAR 1898.



NEW YORK:
THE MARTIN B. BROWN COMPANY,
49 TO 57 PARK PLACE.
1899.

To the New York Civil Service Commission, Albany, N. Y. :

GENTLEMEN—In pursuance of the provisions of section 125, chapter 378 of the Laws of 1897, the Municipal Civil Service Commission of the City of New York presents its annual report for the year 1898, showing the manner in which the Civil Service Laws and the rules and regulations thereunder have been administered and the results of their administration in said city.

As section 125 of the Greater New York Charter provided for the continuance in force of all existing Civil Service regulations until the adoption of new regulations under the provisions of the Charter, and as different regulations existed for the former cities of New York, Brooklyn and Long Island City, it became the first duty of the Commission to prepare regulations which should be applicable to the entire city, and which should conform to the requirements of the Charter.

The Commission spent much time in the preparation of such regulations and of the classification of places thereunder, and, upon completion, they were presented to the Mayor of the City, who duly approved them on March 5, 1898. The regulations and classifications thus adopted, and as since amended, are appended to this report and form a part thereof.

Immediately after the establishment of the regulations, examinations were advertised and the work of the Commission proceeded until March 31, when it was interrupted by the passage of chapter 186 of the Laws of 1898, the provisions

The Commission has retained in its service all the employees of the former Commissions of New York, Brooklyn and Long Island City, with the exception of two, whose places were made unnecessary by the Charter. Four examiners were appointed during the year, and a small addition was made to the clerical force of the office.

- By reference to table number 6, appended hereto, it will be observed that the business of the Labor Bureau during the year 1898 has formed an important part of the work of this Commission. 22,959 applications were received and filed and 12,239 persons were examined.

- For the convenience of applicants, it was determined that those residing in the boroughs of Manhattan, The Bronx, and Richmond should be registered at the main office in the Borough of Manhattan, and those residing in the boroughs of Brooklyn and Queens, at the branch office in the Borough of Brooklyn; and that requisitions for laborers should be filled by the certification of eligibles residing in the borough where the services were required.

The technical examinations have been conducted at the New York Trade School in the Borough of Manhattan and at the Pratt Institute in the Borough of Brooklyn with very satisfactory results. These examinations have been essentially practical in their nature. The system continues to meet with the approval of mechanics seeking appointment in the service of the city, and undoubtedly enables the several departments to procure the services of artisans of ability in their respective lines of duty.

While the administration of the civil service laws and regulations during the year 1898 has been attended by many difficulties and complications incident to the changed conditions and enlarged jurisdiction created by the consolidation, the Commission is of the opinion that the results have been, in the main, satisfactory.

The following documents are appended hereto and form a part of this report:

Table No. 1—Classified service.

- “ “ 2—Examinations.
- “ “ 3—Comparison of number of candidates examined.
- “ “ 4—Civil list.
- “ “ 5—Verification of pay-rolls.
- “ “ 6—Labor Bureau.

Regulations and classification.

Respectfully submitted,

CHAS. H. KNOX, *President.*

ROBT. E. DEYO.

WM. N. DYKMAN.

New York, January 5, 1899.

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Regulations and classification.

Respectfully submitted,

CHAS. H. KNOX, *President.*

ROBT. E. DEYO.

WM. N. DYKMAN.

New York, January 5, 1899.

Table No. 1.**CLASSIFIED SERVICE.**

Number of positions exempt from examination (Schedule A).....	81
Number of positions subject to competitive examination (Schedules B to F, inclusive).....	357
Number of positions subject to registration, Labor Bureau (Schedule G).....	<u>92</u>

Of the 92 positions classified in Schedule G, 20 are subject to trade examination.

The following positions are exempt from examination :

Pupil Nurses compensated at the rate of \$180 or less, and Head Nurses compensated at the rate of \$360 or less per annum, in the Training School, Department of Public Charities.

Employees of the Nautical Training School, Department of Education.

All persons compensated at the rate of \$150 or less per annum employed in the Department of Public Charities and the Department of Correction.

All persons employed in minor positions in the Contagion Diseases Hospital, Department of Health.

Table No. 2.**EXAMINATIONS.****Number of applications filed subsequent to March 7, 1898 :**

For Policeman	4,332
“ Fireman	2,415
“ miscellaneous	11,614
Total	18,361

Number of persons notified for examination	9,711
“ “ failed to appear for examination	959
“ “ examined and rated	4,103
“ “ failed to pass	2,590
“ “ passed	1,513
“ “ examined, not yet rated	4,649

Promotion.

Number of persons examined	105
“ “ failed to pass	25
“ “ passed	80

Transfer.

Number of persons examined	2
“ “ failed to pass ...	0
“ “ passed	2

Reinstatement.

Number of persons examined	52
“ “ failed to pass	16
“ “ passed	36

Eighty-two examinations were held, which represent different kinds of employment.

Of the examinations held, 39 were of a technical or professional nature, and experts upon each subject were consulted.

Number of persons examined physically for positions of Patrolman and Doorman in Police Department and Fireman in Fire Department. 2,605

Table No. 2. (*Continued*).

EXAMINATIONS.

Examinations Held in 1897, and Papers Rated in 1898.

EXAMINATIONS.	NOTIFIED.	ABSENT.	EX-AMINED.	FAILED.	PASSED.
Assistant Clerk, Court.....	45	7	38	26	12
Driver	33	10	23	18	5
Gardener.....	20	9	11	6	5
Housekeeper	5	1	4		4
Nurse.....	16	10	6	2	4
Draughtsman, Mch'l.....	7		7	5	2
Inspector Building, Masonry...	10	2	8	4	4
	136	39	97	61	36

Examinations Held in 1898, and Papers Rated in 1898.

EXAMINATIONS.	NOTIFIED.	ABSENT.	EX-AMINED.	FAILED.	PASSED.
Assistant Bacteriologist.....	7		7	3	4
Assistant Engineer.....	50	1	49	26	23
Assistant Disinfecter.....	68	11	57	29	28
Attendant, Bath.....	168	50	118	71	47
Laboratory Attendant.....	24	15	19	6	13
Attendance Officer.....	150	21	129	101	28
Axeman	133	14	119	101	18
Bookkeeper and Accountant....	106	21	85	61	24
Clerk, Law.....	40	9	31	27	4
Clerk, Building.....	88	22	66	60	6
Clerk, First Grade (Male).....	216	15	201	148	53
Clerk, First Grade (Female)....	53	8	45	22	23
Clerk, Junior	247	54	193	75	118
Clerk, Op. Subjects, Typewriting	21		21	4	17
Clerk, Op. Subjects, Bookkeeping	39		39	30	9
Clerk, Taxes and Assessments..	205	25	180	146	34
Chainman and Rodman.....	106	8	98	59	39
Collector, Docks and Ferries....	66	3	63	46	17
Cottage Attendant.....	51	12	39	28	11
Deputy Tax Commissioner....	149	17	132	51	81
Diagnostician	23	2	21	8	13
Draughtsman, Topographical...	55	5	50	36	14
Doorman.....	89	13	76	44	32
Disinfecter.....	48	4	44	14	30
Examiner, Dependent Children.	73	11	62	37	25
Examiner, Finance Department.	42	7	35	26	9
Examiner, Department of Edu- } cation..... }	32	4	28	23	5

EXAMINATIONS.	NOTIFIED.	ABSENT.	EX-AMINED.	FAILED.	PASSED.
Examiner, Medical Civil Service.	28	2	26	19	7
Engineman (Stationary).....	133	51	82	26	56
Fireman (Physical and Mental).. <td>625</td> <td>175</td> <td>450</td> <td>401</td> <td>49</td>	625	175	450	401	49
Inspector Building, Masonry....	137	33	104	76	28
Inspector, Electrical Conductors.	64	12	52	27	25
Inspector, Fuel.....	21	2	19	14	5
Inspector, Medical.....	277	37	240	128	112
Janitor, Engineer.....	88	17	71	43	28
Inspector of Regulating, Grad- ing, Paving etc.....	187	86	101	76	25
Inspector, Building, Iron and Steel.....	26	5	21	15	6
Inspector Building, Carpentry..	110	26	48	61	23
Inspector of Gas Meters	90	16	74	53	21
Keeper on Aqueduct.....	64	8	56	25	31
Leveler.....	63	5	58	45	13
Mechanical Engineer.....	9	1	8	5	3
Messenger, Building Department	114	29	85	17	68
Messenger.....	112	32	80	27	53
Nurse and Head Nurse.....	19	12	7	2	5
Police Matron.....	191	12	179	150	29
Stenographer and Typewriter } (Female).....	99	14	85	21	64
Stenographer and Typewriter, } Court.....	57	13	44	20	24
Stenographer and Typewriter } (Male).....	31	7	24	8	21
Steward, Charities.....	16	5	11	5	6
Supervising Engineer.....	12	2	10	5	5
Transitman	64	4	60	20	40
Typewriter.....	33	4	29	2	27
Visitor, Outdoor Poor.....	43	7	36	22	14
Total	5,062	959	4,103	2,590	1,513

Examination Held in 1898. Papers Now Being Rated.

EXAMINATIONS.	NOTIFIED.	ABSENT.	EX-AMINED.	FAILED.	PASSED.
Clerks	260				
Clerk, Board of Assessors.....	102				
Draughtsman, Topographical ..	48				
Doorman, Police	117				
Examiner C. S. Comm.....	79				
“ of Claims.....	106				
Fireman	632				
Inspector, Medical Sanitary	192				
“ Meat	108				
“ Milk	90				
“ Fish.....	63				
“ Food.....	49				
Patrolman	1770				
Inspector of Offensive Trades..	44				
“ Fruit.....	104				
“ Lamps and Gas...	115				
“ San. Lay.....	100				
Janitress.....	145				
Janitor.....					
Janitor, Engineer.....	95				
Office Boy.....	80				
Oil Collector.....	72				
Telephone Operator.....	57				
Orderly, Hospital.....	52				
Orderly, Correction.....	32				
Stenographer and Typewriter..	69				
Stenographer (Court).....	68				
	4,649				

Reinstatement.

EXAMINATIONS.	NOTIFIED.	ABSENT.	EX-AMINED.	FAILED.	PASSED.
Assistant Foreman of Baths....	1		1		1
Assistant Matron.....	1		1		1
Assistant Engineer.....	1		1		1
Axeman.....	7		7	1	6
Bookbinder.....	1		1		1
Collector... ..	1		1		1
Clerk.....	21	1	20	9	11
Driver.....	1		1		1
Deputy Tax Commissioner. ...	1	..	1		1
Inspector Water Meters.....	1		1		1
Inspector Building Masonry....	1		1	1	
Janitor.....	2	...	2		2
Keeper, Prison.....	4	1	3	1	2
Keeper, Aqueduct.....	1		1		1
Messenger.....	4		4		4
Stenographer and Typewriter...	1		1	1	
Watchman.....	4	...	4	2	2
	53	2	51	15	36

Promotion.

EXAMINATIONS.	NOTIFIED.	ABSENT.	EX-AMINED.	FAILED.	PASSED.
Assistant Superintendent, } Street Cleaning..... }	1		1		1
Assistant Engineer	8	1	7	2	5
Clerk	63		63	4	59
Chief Inspector, Buildings	3		3	1	2
Deputy Chief, Fire Department.	1		1		1
Disinfector	11		11	5	6
Leveler	2		2		2
Rodman	17		17	12	5
Stenographer and Typewriter..	1		1		1
Transitman	4		4	1	3
	111	1	110	25	85

Transfer.

EXAMINATIONS.	NOTIFIED.	ABSENT.	EX-AMINED.	FAILED.	PASSED.
Assistant Police Clerk.....	1	...	1		1
Foreman of Bridges.....	1		1		1
	2		2		2

Table No. 3.**COMPARISON OF NUMBER OF CANDIDATES EXAMINED.**

	1896.	1897.	1898.
January.....	548	452	2
February.....	777	527	1
March.....	600	794	604
April.....	688	999	1,192
May.....	414	810	486
June.....	575	244	2,144
July.....	265	312	612
August.....	205	724	451
September.....	65	204	1,654
October.....	298	552	668
November.....	529	487	1,100
December.....	321	179	1,254
	5,285	6,384	10,168

Table No. 4.**NEW YORK CITY CIVIL LIST.**

Table showing the number of names appearing upon the pay-roll of the several departments which are verified as to compliance with the Civil Service Laws :

Department.	Number of Names
Commissioners of Accounts.....	
Board of Aldermen.....	
Armory Board.....	
Board of Assessors.....	

Department.	Number of Names.
Aqueduct Commission.....	146
Department of Bridges.....	934
Department of Buildings.....	349
Brooklyn Disciplinary Training School for Boys....	23
*Department of Public Charities ..	881
Department of Correction.....	425
The Municipal Court.....	189
Court of Special Sessions.	27
Municipal Civil Service Commission...	47
Coroners.....	29
The Council.....	12
Department of Docks.....	1,478
Department of Education.	979
Board of Estimate and Apportionment.....	2
Finance Department.....	455
Fire Department.	2,626
Health Department.....	1,045
Department of Highways.....	3,110
Commissioner of Jurors ..	29
Law Department.....	149
Mayor's Office.....	20
Municipal Statistics ..	4
Department of Public Buildings, Lighting and Sup- plies ..	840
Board of Public Improvements.....	161
Department of Parks ..	1,786
Police Department ..	7,551
President of Borough.....	19
Department of Sewers.....	794
Department of Street Cleaning.....	5,050
Bureau of Street Openings.....	45

* In addition to the number of persons employed in the Department of Public Charities, there should be included 869 employees whose compensation is not more than \$150 per annum. This number is subject to such constant change, owing to persons leaving the service for various causes, that it was not included in the figures above given, but may be estimated to average the number herein stated.

1

TRADE.	PASSED.	REJECTED.	TOTAL.
Blacksmith	16	7	
Bricklayer	29	1	
Carpenter	47	37	
Horseshoer	8		
Housesmith	9		
Machinist	12	19	
Painter	40	23	
Pipe and steam fitter	15	16	
Pipe caulker	12	4	
Plumber	22	15	
Saw filer	2	3	
Stone cutter	16		
Tapper	1		
Tapper's assistant	1		
Tinsmith and roofer	24	8	
Varnisher	8	1	
	262	134	
Total examined...			396

100

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102

as many citizens designated by the said Commissioners as they may deem necessary. None of such Examiners, however, shall be a public officer or employed in any other Department of the Municipal Government.

There shall be a Chief Examiner, who shall devote his whole time to the business of his office, who shall preside at meetings of the Board of Examiners, hear appeals from the decision of any of the Examiners, and have the general supervision of the work of the Examiners. The rate of compensation of the officers mentioned in this regulation shall be fixed by the Civil Service Commissioners, who will employ assistants, procure suitable offices and incur such other expenses as may be required for the efficient performance of the duties imposed upon them by the Laws of the State of New York.

It shall be the duty of such Board of Examiners, by such of its members as the Chief Examiner shall designate, to conduct all examinations called for under these regulations, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the City with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The examination of all candidates for the position of Examiner under this Commission shall be conducted by the Civil Service Commissioners or by experts appointed by them.

The Commissioners will employ a Secretary, who shall keep minutes of all proceedings and all necessary records of the examination, standing and certification of applicants, and a complete record of all persons employed in the several departments to which these regulations apply, and of all appointments, promotions, dismissals, resignations and other changes of any kind therein. The Secretary shall have the general executive charge of the Civil Service office, shall assign the clerks and employees to their respective positions and superintend them in the discharge of their respective duties, and shall be Secretary of the Examining Board. The

Secretary shall, after conference with the Chief Examiner, order and fix the dates of examinations, shall see that they are properly and efficiently advertised, and shall indicate to the Chief Examiner which examination shall be first rated and otherwise expedited, to the end that eligible lists which are most needed shall be first prepared. Advertising may be dispensed with when the number of applications on file for the position for which an examination is to be held exceeds one hundred (the seating capacity of the examination room).

The vouchers for the pay-rolls, and all other expenses incurred in carrying these regulations into effect, shall be certified to the Comptroller by the Secretary, or in the absence or disability or resignation of the said Secretary shall be certified to the Comptroller by the President of the Commission.

Regulation 6.

Appointments to positions in Schedule A may be made without examination; but the appointing officer shall file with the Secretary, within five days after making any such appointment, a formal notification thereof, setting forth the full name of the appointee, the date of his birth, length of his residence in the City of New York, nature of previous employment, whether he has ever been in official service before, and if so, when and where, the date of beginning of such service and term for which appointed, salary, name of person in whose place appointed, and such other statistical information as the Commission may deem proper for registration.

Regulation 7.

Vacancies in positions classified in Schedules B, C, D, E and F, not filled by promotion, shall be filled by selection from those who have passed highest in open competitive examinations, and for no such position shall any non-competitive examination be allowed. This regulation is without prejudice to the provisions of Regulation 58.

APPLICATIONS.

Regulation 8.

Applications of competitors for positions included in Schedules B, C, D, E and F, must be in the handwriting of

as many citizens designated by the said Commissioners as they may deem necessary. None of such Examiners, however, shall be a public officer or employed in any other Department of the Municipal Government.

There shall be a Chief Examiner, who shall devote his whole time to the business of his office, who shall preside at meetings of the Board of Examiners, hear appeals from the decision of any of the Examiners, and have the general supervision of the work of the Examiners. The rate of compensation of the officers mentioned in this regulation shall be fixed by the Civil Service Commissioners, who will employ assistants, procure suitable offices and incur such other expenses as may be required for the efficient performance of the duties imposed upon them by the Laws of the State of New York.

It shall be the duty of such Board of Examiners, by such of its members as the Chief Examiner shall designate, to conduct all examinations called for under these regulations, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the City with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The examination of all candidates for the position of Examiner under this Commission shall be conducted by the Civil Service Commissioners or by experts appointed by them.

The Commissioners will employ a Secretary, who shall keep minutes of all proceedings and all necessary records of the examination, standing and certification of applicants, and a complete record of all persons employed in the several departments to which these regulations apply, and of all appointments, promotions, dismissals, resignations and other changes of any kind therein. The Secretary shall have the general executive charge of the Civil Service office, shall assign the clerks and employees to their respective positions and superintend them in the discharge of their respective duties, and shall be Secretary of the Examining Board. The

of record, or such number as can conveniently be examined, to appear for examination, giving place, date and hour for such examination.

Regulation 9.

Applicants for the following positions must, before being admitted to examination, present satisfactory evidence as to the following facts :

First—If the position to be filled be that of Physician, Surgeon, Medical Officer, Inspector of Vaccination, or Sanitary Inspector, that the applicant is duly authorized by the laws of the State of New York to practice medicine and surgery.

Second—If the position to be filled be that of Chemist or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situations before they can be admitted to examination.

Regulation 10.

Defective applications shall be suspended and applicants notified to amend the same, but no such notice shall be given a second time. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the regulations; or is manifestly unfit for the service, the application shall be rejected.

Regulation 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may

the applicant and addressed to the "Secretary of the Civil Service Commission, New York City," and for all positions, except Firemen and Policemen, must be accompanied with the following papers :

First—The affidavit of the applicant, showing that he is not less than eighteen years of age and a citizen of the United States, giving his place of residence, with the street and number thereof, if any; the place, nature and extent of his education, and of his business training and experience, and stating whether he has ever been in the civil service of the City of New York, or in the military or naval service of the United States, and if so, when and where.

Second—A statement whether such application is limited to any particular office or offices in the service.

Third—The certificate of four reputable persons of the City of New York, that they have been personally acquainted with the applicant for at least one year, and believe him to be of good moral character, of temperate and industrious habits, and in all respects fit for the service he wishes to enter, and that each of them is willing that such certificate should be published for public information, and will, upon request, give such further information concerning the applicant as he may possess.

The requirements as to citizenship and certificates of character, in case of persons applying for positions under Schedules E and F, and the requirements as to citizenship in case of persons applying for positions under Schedule D, may be modified or dispensed with in the discretion of the Commission. All applications for examination shall be filed in the office of the Secretary, and all applications and other blanks shall be kept at his office, and shall be procurable there only.

Registers of all applicants shall be kept by the Secretary of the Commission. When the applicants on a register are in excess of such number as can be conveniently examined on the same day, the applicants shall be notified to appear in their order on the register. Whenever the demands of the service may require, the Secretary shall notify the applicants

tion of such expert shall be made by the Board of Examiners, with the consent and approval of the Commission, except as otherwise provided in these rules.

Each Examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examinations.

All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these regulations otherwise provide, the Board of Examiners may, in the examinations, give such relative importance to the different subjects or matters of examination as to them may seem fit.

Regulation 15.

All examinations shall be in writing, except such as refer to expertness or physical qualities, and except as herein otherwise provided.

Whenever an oral examination shall be prescribed as part of any scheme of examination, a stenographic record of such oral questions and answers shall be made and the transcript thereof shall be preserved with the examination papers of the candidate.

Regulation 16.

The sheets of questions shall be numbered and shall be given out in the order of their numbers, each, after the first, being given only when the competitor has returned to the Examiners the last sheet given to him. In general, no examination shall extend beyond five hours without intermission; and no questions given out at any session, to any candidate, shall be allowed to be answered at another session. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

Regulation 17.

The time allowed for completing the examination shall be announced before the first paper is given out.

For the obligatory subjects the examination shall be confined to a single day.

accompany his application, shall be regarded as good cause for the removal or discharge of such person.

CONDUCT OF EXAMINATIONS.

Regulation 12.

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each applicant shall sign his examination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All paper upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

Regulation 13.

No applicant shall be admitted to examination who is not physically fitted for the position he seeks, or be placed upon the eligible list whose character shall not be satisfactory to the Examining Board.

Regulation 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influence of the appointing officer, or of any person other than the Commissioners, Examiners or experts directly employed by the Board of Examiners or by the Commission.

The Commission shall have power to authorize or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office. The selec-

ance as to correctness of form and finish and regularity of letters ; and, third, by general evidence of care in execution. The markings shall be based on these three general characteristics, but the standard of perfection in each examination shall be fixed by the position to be filled. It shall be highest for clerks, and lower for other positions. In case no applicant seems to be entitled to a grade of one hundred in the scale adopted, he shall not be so graded ; the marking shall be only according to merit. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots or other evidences of carelessness, shall, proportionately to their number, reduce the marking below one hundred. Words may be specially dictated for spelling, and the work shall be marked with reference to the ratio the misspelt words bear to the whole number.

Regulation 23.

No applicant for the position of Clerk, first grade, who receives in the ascertained average less than 80 per cent., or for any other position less than 70 per cent., shall be placed upon the eligible list.

No applicant for positions requiring technical or professional knowledge receiving less than 80 per cent. on the technical or special subjects shall be placed upon the eligible list.

No applicant for the position of Fireman or Policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed on the eligible list.

In case of all graded positions candidates who seek promotion shall be required to obtain 85 per cent. up to and including second grade, and 90 per cent. in all higher grades, and in the case of the uniformed forces of the Fire and Police Departments, 70 per cent.

At or before the commencement of every examination, the weight to be given to every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Commission, upon its request, the general qualifications or attainments, physical or mental, or both, and the experience he deems necessary or proper in the position for which an eligible list is to be formed, and also within what limits of age the persons on such list should be.

Regulation 18.

No question in any examination or proceeding by or under these regulations shall relate to political or religious opinions or affiliations, and no appointment or selection to or removal from an office or employment within the scope of these regulations shall be in any manner affected or influenced by such opinions or affiliations.

M A R K I N G .

Regulation 19.

The examination papers shall be reviewed by each examiner separately, except where otherwise directed by the Commission, and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper, subject to the regulation as to revision.

Regulation 20.

In all examinations each subject shall be marked upon a scale of 100, which number represents the maximum possible attainment.

Regulation 21.

Every paper in any examination not formally certified by the examiners shall be signed with his initials in ink by each Examiner who has reviewed and marked it.

Regulation 22.

Handwriting shall be judged, first, by its legibility (as to the ease with which it can be read); second, from its appear-

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?
2. Has he (or she) ever been employed by you, and if so, when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation? State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name.....

Occupation

Address

No person from whom recommendations are required shall be appointed to any position for which an examination is necessary unless satisfactory answers are returned to these

Regulation 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

Regulation 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the Secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character.

MUNICIPAL CIVIL SERVICE COMMISSION.

To NEW YORK 189

SIR—Appended to the application of
for a position in the Municipal Service as a
is your general certificate of his (or her) good character and
habits.

In addition to this, it is necessary before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received directly from his (or her) certifiers.

I therefore respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the paper to me at your earliest convenience.

Very respectfully yours,

..... Secretary.

of one year from the date of the original entry of their names on the former list has elapsed, be placed respectively upon the new eligible list in the position to which the percentages of their aggregate markings upon their former examinations would entitle them if such markings had instead been given them upon the new examinations.

When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application nor of examination will give any other advantage in position on the registers of eligibles.

In examinations for promotion, when two or more eligibles on a register have the same average percentage, preference in certification shall be determined by seniority in service.

CERTIFICATION AND APPOINTMENT.

Regulation 29.

Whenever a vacancy shall occur within any grade of any class in Schedules B, C, D, E and F which, in the opinion of the appointing officer, the business of the City requires to be filled, he shall forthwith notify the Secretary of the vacancy and state whether the same is to be filled by appointment or by promotion. If the position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship, or whether any of the special qualifications denoted by the optional subjects are required, and, if so, which?

The Secretary shall thereupon, as soon as practicable, certify to the appointing officer for appointment or for promotion, from the eligible list appropriate to such position as it may then exist, the three persons having the highest standing on such eligible list, indicating such of them, if any, as have been honorably discharged from the military or naval service of the United States in the late war. The certificate of the Secretary shall, in all cases, state the percentage of the maximum obtained by each of the persons certified.

If the appointing officer shall notify the Secretary of more than one vacancy at any one time, the Secretary shall certify

questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

Regulation 26.

The Secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained and the proficiency in the several subjects shown by the markings.

APPEALS—REVISION.

Regulation 27.

Complaints of injustice or unfairness on the part of any Examiner or Examining Board, or of any one acting under the Commission, shall be considered by such Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

ELIGIBLE LIST.

Regulation 28.

An eligible list shall be prepared by the Secretary from time to time, as the needs of the service require, for each of the different grades of every class in Schedules B, C, D, E and F. Upon each eligible list shall be placed only such persons as have been found by the Examining Board to be duly qualified for the positions for which such eligible list is prepared. The candidates shall be placed upon the eligible list in the order shown by the respective percentages of their aggregate markings upon their examinations, and when the candidate has been honorably discharged from the military or naval service of the United States in the late war, that fact shall be indicated upon said list. Where an examination for any grade takes place before the eligible list for that grade is exhausted, a new eligible list shall be prepared after such examination, to take the place of the former eligible list. The persons upon the former eligible list who have not been examined for the new eligible list shall, unless a period

particularly specified, said eligible would be incompetent or unfit for the performance of the duties of the vacant position, and if said officer shall sustain such objection with evidence satisfactory to the Commission, the Commission may certify the eligible on the register whose name stands next below those already certified, in place of the one to whom objection is made and sustained.

All positions filled by selections based on optional or special subjects shall be specially noticed in the published list of appointments and in the official registry of qualifications and schemes for examination, as being special positions in respect to such qualifications.

This regulation shall not apply to any of the positions for which provision is otherwise made in Regulation 58.

If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Commission.

Regulation 30.

Notice shall, within five days from the date of appointment, be given in writing by the appointing power to the Secretary, of the person or persons selected for employment or appointment from among those who have been examined, of the place of residence of such persons, of the rejection of any such persons after probation, of transfers, resignations and removals, and of the date thereof, and a record of the same shall be kept by said Secretary. In all cases where the positions are graded according to the compensation received, and such grading determines the character of an examination, the appointing power shall, in addition to the foregoing, notify the Secretary of the rate of compensation to be paid to the person appointed.

Regulation 31.

No person on the eligible list shall be certified more than twice to the same appointing officer for the same bureau or institution, except at the request of said appointing officer, nor shall the name of any person remain upon the eligible list for appointment or promotion longer than one year from

to the appointing officer for appointment or for promotion, as the case may be, the names of as many persons as there are vacancies to be filled, with the addition of two names for the first vacancy and one name for every two vacancies in addition to the first. The appointing officer shall thereupon appoint to the vacant position as many of the persons so certified as there are vacancies to be filled.

Until such appointment has been made to all positions for which names have been certified, or until said certification has been canceled, no new certification shall be made to fill said vacant position or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing power of the names certified by the Secretary, and the Secretary shall be at once notified by the appointing power of the appointments or promotions so made. No certification shall be in force for a longer period than fifteen days, and at the end of said fifteen days such certification shall be canceled by the Secretary, and the department making the requisition shall be notified accordingly.

Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint or promote to office a number smaller than that of the vacancies named by him, he shall not make the selection therefrom from the whole number certified to him, but only from that number of names standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the Secretary shall certify the names of the three persons whose standing on the denoted optional subject is the highest. The Examining Board may, at any time, hold a competitive examination to fill a vacancy of this kind if, in their judgment, the eligible list does not contain three persons well qualified to fill the vacant position.

If the appointing officer shall object to an eligible named in the certificate, stating that, because of some physical defect mental unsoundness, moral disqualification, or other reason

the Department so appointing, of a certification from the Secretary of the Civil Service Commission, of an eligible list.

Every temporary appointment under this regulation must be reported to the Secretary of the Civil Service Commission within five days.

No person shall be eligible to a temporary appointment who has failed in an examination for the position to which said temporary appointment is made. If any person is employed under a temporary appointment at the time of such failure to pass, such employment shall cease within five days after a notice sent by the Secretary to the Head of the Department in which he is employed.

PROBATION.

Regulation 35.

All employment in positions under any of the schedules, except Schedule G, shall be provisional, and such provisional service shall continue six months, except in Schedule C, when it shall be for one month, during which period the person so employed may at any time be peremptorily discharged from service. If during that period (subject as to Policemen and Firemen to Regulation 55) the conduct and character of the appointee are found satisfactory to the appointing officer, he shall, at the close thereof, receive an appointment, but otherwise his employment shall cease. Any one failing to receive appointment at the end of six months, except in the case of an appointment to a position the duties of which are completed before the end of the six months herein mentioned, shall be ineligible for one year for appointment in the municipal service in any department.

PROMOTION.

Regulation 36.

Promotions from the lower grades to the higher shall be on the basis of ascertained merit, seniority of service and examination, as hereinafter provided.

Regulation 37.

Except as herein otherwise provided the positions in the various schedules shall be filled, when vacant, by the promo-

the date on which it is entered on such list, unless, in the interest of the public service, the Commission shall extend the time during which the eligible list upon which his name appears shall be in force.

The name of any person may be stricken from the eligible list for cause satisfactory to the Commission, to be specified in the minutes of the Commission.

No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating, except at the end of nine months from the date of examination, without the consent of the Commission.

Regulation 32.

All appointments made under these regulations, except under Schedule G, shall be forwarded to the *City Record* for publication within five days.

Regulation 33.

Temporary appointments may be made from persons not on the eligible list, but only as follows: In the Department of Street Cleaning temporary appointments of Captains and Pilots may be made without examination for a period not exceeding thirty days. In the office of the Receiver of Taxes temporary appointments may be made without examination during the busy season for the collection of taxes, and also in the office of the Collector of Assessments and Arrears during the busy season in said office, and in the office of the Register of Water Rates, Department of Water Supply, during the busy season for the collection of water rates.

Regulation 34.

When there is no eligible list for the position for which a requisition is made, or which has not been classified, and upon receipt of a certificate to that effect from the Secretary of the Civil Service Commission, any department may make a temporary appointment to said position. An eligible list shall thereupon be prepared and the position shall then be filled therefrom. The right of such temporary appointee to retain such position shall cease within five days of the receipt by

service in the next inferior grade, and so on until all the inferior grades are exhausted, if necessary, that there will be a competitive examination for promotion.

It shall be the duty of the officer or officers constituting the appointing power in the department in which a vacancy exists to make and forward to the Civil Service Commission their joint or several certificates as to the efficiency, character and conduct of every person in such inferior grade who desires to become an applicant for such promotion, together with such other statements bearing upon the fitness of such person or persons for promotion as the officer so certifying shall deem proper.

Such certificates shall be accompanied by a like certificate of the immediate official superior of the person to be examined and a copy of the record of said person in the department to which he belongs. The examining body shall have the right to call upon the appointing power for further information upon any of the matters before them, and shall duly consider all communications that may be received by them in relation to the fitness of any candidate.

The appointing power shall determine, by general regulation, who are the immediate official superiors of the officers in each grade in the department.

Regulation 39.

Examiners of persons named for promotion shall personally question them concerning their office work and its purposes, in order to ascertain if they have a general and intelligent knowledge of the business in the department in which they are employed, and may require the persons examined to give a written description of the work done by them and its relation to the duties of others.

TRANSFER.

Regulation 40.

No transfer from one position in the Civil Service of the City to a position in said service classified in Schedules B, C, D, E or F shall be allowed without an open competitive

tion of those in the service in lower grades in the department, office or institution in which the vacancy or vacancies may occur. Promotions shall be made, subject to the provisions of these regulations, by the officer or officers having the power of appointment. If, in the judgment of such officer or officers, there be none found in the lower grades fit to perform the duties in such vacant positions, in that case, and in no other, the positions may be filled in the manner prescribed by these regulations for filling the positions in the lowest grade of the same class.

Regulation 38.

No person in the service who has not passed an examination under these regulations, or under those heretofore prescribed, shall be promoted to any position for which examination is required without passing an examination under the regulations of the same character as would an applicant for appointment to that position in the service.

No person shall be promoted from any position in Schedule G to any position classified as subject to competitive examination, unless such person shall have served the city creditably for a period of one year in the department in which he is employed, and then only when the promotion is in the direct line of duty and according to grade, and the person named shall pass an examination of the same character as required for original appointment or promotion to said position.

Fitness for promotion shall be determined by the actual work of the persons named therefor, by the certificates and records hereinafter mentioned and such other information as may be required by, or furnished to, the examining body and by examination.

Promotions shall be made by successive grades. In case of a vacancy in any position, it shall be filled by a selection from the next inferior grade, subject to any rule of the department as to length of previous service therein. It shall be the duty of the department in which a vacancy occurs to notify all persons having had the requisite term of service in the next inferior grade, and if there be no such person or persons, then all persons having had the requisite term of

to these rules or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules. If several persons are so certified they shall be placed on a separate eligible list, pursuant to these rules.

Regulation 44.

No person in the public service is under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body.

SCHEDULE B.

CLERICAL POSITIONS.

Regulation 45.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects, Obligatory :

1. Handwriting.
2. Writing from dictation.
3. English spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing, or both.

Optional :

6. Copying from manuscript and indexing.
7. Arithmetic applied, viz. : Practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs ; grammatical correctness and brevity of expression will be considered.
9. Bookkeeping.
10. Expert penmanship.
11. Typewriting.
12. Stenography.

examination, unless the person to be transferred shall previously have passed an open competitive examination equivalent to that required for the position to which he is to be transferred, or unless he shall have served the City with fidelity for at least one year in a similar position.

Upon the written request of an appointing officer stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

All transfers herein authorized shall be made only after the issuance of such certificate.

DISMISSAL.

Regulation 41.

No one dismissed from the service for misconduct shall be eligible to appointment in any capacity in any department of the municipal service within two years.

Regulation 42.

Subject only to the qualifications required to be ascertained in accordance with these regulations, the power of appointment and the responsibility of selection are in all cases in the appointing officer. The power of any officer to remove is not impaired by anything contained in these regulations.

REINSTATEMENT.

Regulation 43.

Any person employed in any position in the service of the City of New York who shall be certified to the Secretary by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position within three years next following his leaving the service. If such employment was, after due certification for the same, under these rules, or under statutes in force at the time the examinations were held, such person may be re-employed without further examination. If it was not subject

shall be recorded in the preceding form as there shown. A similar form shall be used in stating the result of examination for appointment to positions under Schedules C, D, E and F.

At competitive examinations held for the position of Clerk, a separate eligible list will be made up having handwriting as its basis ; and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

FIREMEN AND POLICEMEN.

Regulation 48.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Civil Service Commission and Examining Boards, and the same shall be filed in the office of the said Secretary. For all positions in said schedule, except for Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows :

CITY OF NEW YORK.....189 .

To the Municipal Civil Service Commissioners of The City of New York:

The undersigned states that he is.....years of age, respectfully asks an appointment as..... in the Department, City of New York, and refers you to the following testimonials :

Signed.....

Each of the undersigned respectfully represents to the Commissioners of..... City of New York, that he can and does hereby testify that he knows the above

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

Regulation 46.

The relative weight given to the several obligatory subjects in making up the average standing in Schedule B shall be as follows :

1. Handwriting	30
2. Writing from dictation	15
3. English spelling	15
4. Arithmetic	20
5. Making a summary, or letter-writing	20
Total of weights	100

Regulation 47.

The process of ascertaining the absolute standing of each competitor shall be as follows :

MUNICIPAL CIVIL SERVICE COMMISSION, JANUARY 10, 1898.

Result of Examination of Adam Roberts.

SUBJECTS.	STANDING ON SUBJECT.	WEIGHT GIVEN TO SUBJECT.	PRODUCT OF STAND- ING AND WEIGHT.
1. Handwriting	88	30	2,490
2. Writing from Dictation	90	15	1,350
3. English Spelling	63	15	1,020
4. Arithmetic	72	20	1,440
5. Making a Summary	70	20	1,400
Total Product	..	..	7,700
Divide Product by sum of Weights	..	100	
General average standing	..	..	77
6. Letter-writing	..	..	86

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and

Have you ever been a Policeman (or Fireman, as the case may be)?.....

If so, where?.....And when?.....

Have you paid or promised to pay, or given any money or other consideration, to any person, directly or indirectly, for any aid or influence towards procuring your appointment?....

(*) Have you ever been in the army or navy of the United States?.....

If so, when?.....In what capacity?.....

Witness.....

Signature of Applicant.

City and County of New York, ss.:

.....being duly sworn, doth depose and say: I signed the above statement, and the same is true to the best of my knowledge and belief.

.....
Signature of Applicant.

Sworn to before me this day
of 189..

.....
Signature of officer administering oath.

(*) If the applicant has been in the military or naval service of the United States, he should furnish the name and address of one or more of his surviving officers if practicable. In any case he shall give satisfactory evidence of honorable discharge.

Regulation 49.

Every applicant for position in Schedule C, except Door-man in the Police Department, shall present to the Examining Board a statement in reference to his physical qualifications, in which he shall answer in writing the following questions:

applicant personally, and that he is a man of good moral character, of sober and industrious habits, that he has never known him to be guilty or convicted of any criminal act or disorderly conduct; and each of the undersigned further says that he is not a keeper of a liquor saloon; that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Name..... Residence.....

The second, which must be filled out and signed in the presence of the Secretary or of a clerk of the Civil Service Commission, who shall also sign as witness, shall be as follows :

(N. B. This statement of applicant must be filled out and signed in the presence of the Secretary or of a clerk of the Civil Service Commission, who shall also sign as witness.)

City of New York.....189

Statement of
 Where were you born?.....
 In what year?..... Month?. Day?.
 Where do you live? (street and number).....
 How long have you lived in New York City?... ..
 If not born in the United States, have you been naturalized?
 When?..... Where?.....
 Are you married, or single, or widower?.....
 What family have you?.....
 Have you been complained of, indicted for or convicted of any
 criminal offense?.....And if so, when and
 where?.....
 What is your regular occupation?.....
 What has been the nature of your occupation for the last
 five years?.....

Schedule.

Name Age Residence

HAS THE APPLICANT ever been examined by the Medical Officer of the Department, and if so state the result ?

*STATE THE EXACT Weight, A ; Height, B ; Circumference of Chest, C.	WEIGHT. A.	HEIGHT.		C.† At forced expiration....inches. On full inspiration. inches.
		B. Feet.	Inches.	

A. IS THE RESPIRING MURMUR clear and distinct over both lungs ? A.
 B. Is the character of the Respiration Full, Easy and Regular ? B.
 C. Are there any indications of Disease of the Organs of Respiration or their Appendages ? C.

A. IS THE CHARACTER of the Heart's Action Uniform, Free and Steady ? A.
 B. Are its Sounds and Rhythm Regular and Normal ? B.
 C. Are there any indications of Disease of this Organ or of the Blood Vessels ? C.

A. IS THE SIGHT good ? A.
 B. Is the Hearing good ? B.

IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Difficulty of Breathing or Palpitation ?

A. ARE THE FUNCTIONS of the Brain and Nervous System in a Healthy State ? A.
 B. Has the Brain or Spinal Cord ever been Diseased ? B.

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or abdominal organs, or the skin, eyes, ears, limbs, etc.

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as Phthisis, Scrofula, Rheumatism ?

DOES THE APPLICANT display any evidence of having or having had Syphilis ?

HABITS, use of stimulants and tobacco.

Applicant's Statement.

Name.....
 Date of birth.....
 Occupation.....
 Have you any disease now?.....
 What diseases have you had during the last seven years?....
 Do you know of any hereditary disease in your family?.....
 If your parents, brothers or sisters, or any of them, are dead,
 of what disease did they die?.....
 Have you ever had fits?.....
 Have you ever had any fracture or dislocation?.....
 Have you ever received any injury to the head or spine?
 Are you subject to piles?.....
 Have you ever been vaccinated?.....
 Have you ever had rheumatism?.....

..... Applicant.

The medical and physical examiners of the Civil Service
 Boards shall examine the applicant in reference to the
 matters designated in the following schedule, and fill up and
 certify the same in accordance with the result of such
 examination :

Schedule.

Name Age Residence

HAS THE APPLICANT ever been examined by the Medical Officer of the Department, and if so state the result ?	{	
.....		

*STATE THE EXACT Weight, A ; Height, B ; Circumference of Chest, C.	WEIGHT. A.	HEIGHT.		C.† At forced expiration...inches. On full inspiration. inches.
		B. Feet.	Inches.	

A. IS THE RESPIRING MURMUR clear and distinct over both lungs ?	{	A.
B. Is the character of the Respiration Full, Easy and Regular ?		B.
C. Are there any indications of Disease of the Organs of Respiration or their Appendages ?		C.

A. IS THE CHARACTER of the Heart's Action Uniform, Free and Steady ?	{	A.
B. Are its Sounds and Rhythm Regular and Normal ?		B.
C. Are there any indications of Disease of this Organ or of the Blood Vessels ?		C.

A. IS THE SIGHT good ?	{	A.
B. Is the Hearing good ?		B.

IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Difficulty of Breathing or Palpitation ?	{	
.....		

A. ARE THE FUNCTIONS of the Brain and Nervous System in a Healthy State ?	{	A.
B. Has the Brain or Spinal Cord ever been Diseased ?		B.

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or abdominal organs, or the skin, eyes, ears, limbs, etc.	{	
.....		

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as Phthisis, Scrofula, Rheumatism ?	{	
.....		

‡DOES THE APPLICANT display any evidence of having or having had Syphilis ?	{	
.....		

HABITS, use of stimulants and tobacco.	{	
.....		

* The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.	† Minimum circumference of the Chest tolerable in applicant.		STATURE AND WEIGHT.— The stature shall not be below 5 feet 7½ inches nor the weight below that marked as its minimum accompanied in the subjoined table : **	
† There should be a difference of at least 2 inches, at forced expiration and on full inspiration.	Height. Feet. Inches.	Circum- ference of Chest. Inches.	Height. Feet. Inches.	Min. Weight. Pounds.
	5 7	33	5 7	135
			5 7½	138
	5 8	34	5 8	140
‡ Syphilitic taint in the applicant must always be regarded as good cause of rejection.	5 9	34½	5 9	145
	5 10	35	5 10	150
	5 11	35½	5 11	155
	6	36	6	160
	6 1	36½	6 1	165
	6 2	37	6 2	170
** Obesity must be regarded as a good cause for rejection.	6 3	37½	6 3	175
	6 4	38	6 4	180

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the case of Patrolmen in the Police Department the minimum height required is 5 feet 7½ inches, and the weight 138 pounds.

(c) In the Fire Department the minimum height required is 5 feet 7 inches, and the weight 135 pounds. In special instances, when recommended by the head of the Fire Department and by the Chief of Department, the minimum height required may be reduced to 5 feet 6½ inches, provided that in such cases the applicant shall weigh not less than 150 pounds, and have a chest measurement of not less than 36 inches.

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss. :

I being duly sworn, depose and say,
that I have returned true answers to the inquiries of.....
.....touching my personal and family
health, history, habits and antecedents, and that I am the
person described in the above record of examination.

.....

Sworn to before me this {
....day of.....189 . }

.....

Notary Public (or Commissioner of Deeds).

Certificate of Medical and Physical Examiners.

We hereby certify that we have this day carefully and thoroughly examined, in accordance with the above instructions, ..., and find that he is sound in limb and body, is able-bodied of a robust constitution, has good eyesight, and good hearing, and in our opinion is physically qualified to sustain the labors and exposures, and perform the duties of a, and that the above is a truthful record of the examination.

(Signed)

New York, ..., 189..

Regulation 50.

The Physical Examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission. Such examiner shall report in writing to the Board of Examiners the result of such examination.

Regulation 51.

Applicants for positions shall then be submitted for further examination as to general qualifications.

General Qualifications.

1. General character: To include habits and reputation and to be ascertained in such manner as the Examining Board may determine with the aid directed by Regulation 48.

2. Experience: Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. Obligatory subjects:

- (a) Spelling.
- (b) Handwriting.

(c) Writing down from memory the substance of matter orally communicated.

(d) Arithmetic.

(e) Rules and Regulations relating to the duties of the position applied for.

(f) In the case of applicants for positions as Policemen, questions relating to City Government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the city naturally inquire. In the case of applicants for Firemen, these questions should be directed to the location of streets and buildings.

The relative weight given to the several obligatory subjects in making up the average standings will be as follows :

(a) Spelling	1
(b) Handwriting	1
(c) Writing from Memory.	1
(d) Arithmetic.....	1
(e) Rules and Regulations relating to duties of position	4
(f) City Information (or knowledge of buildings, etc.).	2
Total of Weights.....	10

Regulation 52.

In making up the general average of the standing of applicants for positions in Schedule C, except Doormen in the Police Department, the relative value of the subjects shall be as follows :

Physical qualifications.....	4
Experience... ..	1
Obligatory subjects.....	5
Total of values.....	10

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of the obligatory subjects is less than seventy per cent., or whose standing on physical qualifications is less than seventy per cent., or whose ascertained average on all is below seventy, shall be placed upon the eligible list.

Regulation 53.

Under the head of "Rules and Regulations," the Examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. They shall be given a reasonable time before the examination a copy of selected rules and regulations covering the more important branches of their future duty.

PROMOTION OF FIREMEN AND POLICEMEN.

Regulation 54.

Promotions to all positions included in Schedule C shall be made from the next lower grade for ascertained merit, seniority in service and by competitive examination. The subjects of such examination shall be as follows :

1. Writing from dictation.
2. Handwriting.
3. Knowledge of the "Rules and Regulations."
4. Fines and penalties last three years.
5. Arrests for last twelve months.
6. Veracity.
7. Habits as to use of liquor.
8. Ability and energy.
9. Coolness and judgment in emergencies.
10. Deportment toward citizens.
11. Character for maintaining discipline among, and getting good work from, subordinates.
12. Physical condition, including activity and endurance.
13. Knowledge of laws and ordinances relating to his duties.
14. General knowledge of localities.

15. United States Infantry tactics, and Manual of the use of the club, as authorized by the Department.

16. Fidelity and promptitude in the performance of duty.

In examining Firemen for promotion, number 11 shall be omitted.

The standing of applicants for promotion in reference to subjects 1, 2, 3, 12, 13 and 14 shall be determined by examination. Their standing in reference to subjects 4, 5, 6, 7, 8, 9, 10, 11, 15 and 16 shall be determined by the records of the Department, in which each man's conduct and actions shall be entered, and by such additional satisfactory information as the Commission or Examining Board may deem necessary and pertinent.

Regulation 55.

During the period of probation provided for by these rules, all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the Department shall require in the School of Instruction, and no person shall receive an appointment to a position in either Department unless at the end of the period of probation the Instructor of the School of Instruction shall report to the Commissioners that such applicant is competent to become a member of the force. In the case of persons applying to be members of the Life Saving Corps of the Fire Department no person shall receive such appointment unless at the expiration of such period of probation the Instructor shall report to the Commissioner of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

SCHEDULE D.

Regulation 56.

PART 2.

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such persons only when satisfied :

SCHEDULE E.

Regulation 58.

The names of applicants for positions as Nurses shall be registered, and when a sufficient number have applied they shall be called for examination. The Examiners shall make inquiry regarding the age, condition of health, moral character, sobriety, personal habits, temper and temperament of each applicant. The educational test shall be to read, write legibly and work simple problems in arithmetic. When required the examination shall include such other subjects as will tend more effectually to ascertain the fitness of candidates.

Graduates from the Training School of the New York Hospital, the Training School of Bellevue Hospital, Metropolitan Training School, Training School of the City Hospital, and Training School of the Kings County Hospital, who have received diplomas from these institutions may, upon their own application, be placed upon the eligible list for Nurses with a grading of 100 without further examination, unless required by the Commission. Whenever the appointing officer shall notify the Secretary that he desires for the person to be appointed the experience and training required in the Training School, the names of such graduates shall be sent to him in preference to those of others upon such eligible list.

SCHEDULE F.

Regulation 59.

The positions coming under Schedule F being of a miscellaneous character, and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

PRISON KEEPERS.

Regulation 60.

Applicants for the positions of Guards, Watchmen or Keepers in prisons and workhouses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner.

The Physician making such examination shall answer the following questions in writing and sign his name and address to them :

Has the applicant any organic disease of the following organs, and if so, state what it is ?

Lungs.

Heart.

Kidneys.

Is he free from hernia ?

Is he free from varicose veins ?

Is his sight good ?

Is his hearing good ?

Does he suffer from any nervous disease, as epilepsy or paralysis ?

Are there any circumstances connected with the applicant's health or strength besides what are stated above, that can, in your opinion, tend to render the applicant unfit for prison service as a Guard, Keeper or Watchman ?

If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him :

I, ... , do hereby certify that I have examined..... , the above applicant, and having in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature.)

Dated at... this..... day of....., 189 .

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Heart.

Kidneys.

Is he free from hernia ?

Is he free from varicose veins ?

Is his sight good ?

Is his hearing good ?

Does he suffer from any nervous disease, as epilepsy or paralysis ?

Are there any circumstances connected with the applicant's health or strength besides what are stated above, that can, in your opinion, tend to render the applicant unfit for prison service as a Guard, Keeper or Watchman ?

If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him :

I, ... , do hereby certify that I have examined..... , the above applicant, and having in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature.)

Dated at... this..... day of....., 189 .

the date of his application, the number and relationship of the persons dependent upon him for support, the nature of his service, if any, in the army or navy of the United States in the time of war and of his discharge therefrom, his references and such other information with reference to the applicant as the Civil Service Commissioners may from time to time require.

No person shall be eligible for appointment for a longer period than six months from the date of his or her latest physical examination. To determine continued eligibility, physical examinations of those already registered may be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail in order of his or her registration number to report upon a fixed day and hour for examination. The names of all who do not report for said examination and the names of all who are found not qualified as the result of said examination shall be stricken from the eligible list.

In case of an emergency, the appointing officer may hire and employ temporarily such and so many men as shall be rendered necessary by such emergency, forthwith reporting such action, with the full particulars thereof, to the Mayor and to this Commission; but no man shall be so hired or employed for a longer period than three days, except that any person registered or eligible to appointment as a driver, or as a sweeper in the Department of Street Cleaning, may be temporarily employed at any time as an extra driver or sweeper, to fill the place of a driver or sweeper who is suspended or temporarily absent from duty from any cause.

A separate register shall be kept for the positions of Sweeper, Driver and Dump-boardman in the Department of Street Cleaning, and candidates who have passed the physical examination required shall be registered in the order of their applications under the head of the position for which they apply.

Examinations for registry shall be held under the direction of the Civil Service Commissioners as often as the City service may require.

Regulation 64.

When the services of laborers or other employees included in Schedule G are required in any department of the City service, the officer of such department thereto duly authorized shall make a written requisition upon the Labor Clerk, stating the number of persons required, the kind of labor, unskilled or special, for which they are required, and the time and place of employment. Upon receiving such requisition the Labor Clerk, under the direction of the Civil Service Commissioners, shall certify to such officer the names of the persons on the registered list found qualified for the kind of labor required, stating as to each name, registration number, residence, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Civil Service Commission may direct. In making such certification, the Labor Clerk shall certify :

First--Veterans of the army or navy of the United States in the late Civil War, who are citizens and residents of this State, with families dependent upon them for support.

Second--Such veterans without families dependent upon them for support.

And veterans so certified shall be entitled to preference in appointment or promotion.

Third--Persons, not veterans, with families dependent upon them for support.

Fourth--Other persons.

If there be no subdivision covering the kind of labor required, or if the names in such subdivision be exhausted, the Labor Clerk shall certify from the subdivision covering unskilled labor, unless the officer making the requisition shall designate some other subdivision and there shall be names enough therein to comply with the requisition ; in such case the certification shall be made from such subdivision.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within five days from the date of certification the names, registration numbers and addresses of the persons so selected.

Regulation 65.

No person on any registered list shall be certified more than twice to the same appointing officer for the same department or office, for the same employment, except at the request of said appointing officer, nor shall the name of any person remain upon the registered list for appointment longer than six months from the date on which it is entered on such list, except after re-examination, as provided in Regulation 63. In the case of every employee the department of the City Service employing him shall forthwith report to the Labor Clerk the names and numbers of the persons employed, and, upon the termination of the employment, shall report, on a form to be prepared and furnished by the Civil Service Commissioners for that purpose, the date of such termination and the reason therefor, and the substance of such report shall be entered upon the registry against the name of such employee. No employee whose employment is terminated for the reason of failure to work, incompetence or physical or moral disqualification, shall be restored to the registry or be again eligible for registration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the Examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

Any person employed in any position classified in Schedule G who shall be certified to the Commission by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position in the borough of which he is a resident, within three years next following his leaving the service. If such employment was after due certification for the same under these rules, or under statutes in force at the time the examinations were held, such person may be re-employed without further examination. If it was not subject to these rules, or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules.

Regulation 66.

In case the Labor Clerk is at any time unable to fill a requisition, he shall certify the fact to the officer making the requisition, who shall then make the selection of the employees immediately required in such manner or under such regulations as the Civil Service Commissioners may from time to time prescribe.

Laborers so selected shall not be retained in employment for a longer time than one week, unless they shall present themselves at the Civil Service Labor Office for registration in the manner and under the conditions prescribed for those seeking employment as set forth in the special regulations in relation to the employment of laborers.

Regulation 67.

No transfer from one position in Schedule G to another position in the same schedule shall be allowed, unless the person to be transferred shall have served at least one year in the position from which the transfer is to be made, and then only upon passing an examination equivalent to that required for the position to which he is to be transferred.

No person shall be promoted from any position in Schedule G to any position classified as subject to competitive examination (Schedule B to F inclusive) unless such person shall have served the city creditably for a period of one year in the Department in which he is employed, and then only when the promotion is in the direct line of duty and according to grade, and the person named shall pass an examination of the same character as for original appointment or promotion to said position.

No Laborer or other employee whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position, or be appointed or promoted to any position classified in either of the other Schedules except upon the conditions prescribed in the Civil Service Regulations for appointment or promotion to such position.

Regulation 68.

No amendment to these regulations shall take effect until it has been printed for distribution and twice published in the *City Record*.

APPENDIX I.

Definition of Schedules.

Schedule A shall comprise all positions which are classified as exempt from examination.

Schedule B shall comprise all positions of a clerical nature, which shall be graded as follows :

Office Boy :

Annual compensation of \$300 or less.

Junior Clerks :

Annual compensation of \$600 or less.

Senior Clerks and like employees :

First Grade, annual compensation of more than \$600, but not more than \$1,000.

Second Grade, annual compensation of more than \$1,000, but not more than \$1,500.

Third Grade, annual compensation of more than \$1,500, but not more than \$2,000.

Fourth Grade, annual compensation of more than \$2,000, but not more than \$2,500.

Fifth Grade, annual compensation of more than \$2,500.

Schedule C shall comprise the positions of Policemen and Doormen in the Police Department, and Uniformed Firemen in the Fire Department.

Schedule D, Part I., shall comprise all positions of a higher professional nature, for which a diploma or certificate is required. Part II. shall comprise all positions of a lower professional nature, for which a diploma is not required.

Engineering positions shall be graded as follows :

<i>Position.</i>	<i>Grade.</i>	<i>Maximum.</i>
FIRST GRADE.		
Axeman.....		\$900
SECOND GRADE.		
Chainman.....		\$1,080
Rodman....		1,200
THIRD GRADE.		
Leveler.....		\$1,320

<i>Position.</i>	<i>Grade.</i>	<i>Maximum.</i>
------------------	---------------	-----------------

FOURTH GRADE.

Engineering Inspector		\$1,500
Computer		1,800
Transitman		1,800

FIFTH GRADE.

Assistant Engineer.....		\$3,000
-------------------------	--	---------

SIXTH GRADE.

Principal Assistant Engineer.....		
-----------------------------------	--	--

FOURTH GRADE.

Draughtsman, General.....		\$1,800
Draughtsman, Architectural or Mechanical.....		1,800
Draughtsman, Topographical.....		1,800

FIFTH GRADE.

Draughtsman, Chief.....		\$2,000
-------------------------	--	---------

Schedule E shall comprise all positions where medical services are rendered.

Schedule F shall comprise all positions of a miscellaneous nature.

Schedule G shall comprise the following positions :

(Letters of recommendation from former employers must be furnished by applicants for all positions other than common laborer.)

Baker,	Cabinet Maker,
Barber,	*Carpenter (House),
Basket Maker,	Carpenter (Ship),
Batteryman,	*Cement Worker,
Batteryman's Assistant,	Cleaner (Male or Female),
*Blacksmith,	Cook (Male),
Blacksmith's Helper,	Cooper,
Boat Builder,	Coppersmith,
Boatman,	Coxswain,
*Boilermaker,	Cutter,
*Bricklayer,	Deckhand,
Bridge Tender,	Diver's Tender,
Butcher,	Dock Builder,
Cabin Boy,	Driver,

APPENDIX I.

Definition of Schedules.

Schedule A shall comprise all positions which are classified as exempt from examination.

Schedule B shall comprise all positions of a clerical nature, which shall be graded as follows :

Office Boy :

Annual compensation of \$300 or less.

Junior Clerks :

Annual compensation of \$600 or less.

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Fourth Grade, annual compensation of more than \$2,000, but not more than \$2,500.

Fifth Grade, annual compensation of more than \$2,500.

Schedule C shall comprise the positions of Policemen and Doormen in the Police Department, and Uniformed Firemen in the Fire Department.

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SECOND GRADE.		
Chainman.....		\$1,080
Rodman.....		1,200
THIRD GRADE.		
Leveler.....		\$1,320

<i>Position.</i>	<i>Grade.</i>	<i>Maximum.</i>
FOURTH GRADE.		
Engineering Inspector		\$1,500
Computer		1,800
Transitman		1,800
FIFTH GRADE.		
Assistant Engineer.....		\$3,000
SIXTH GRADE.		
Principal Assistant Engineer.....		
FOURTH GRADE.		
Draughtsman, General.....		\$1,800
Draughtsman, Architectural or Mechanical.....		1,800
Draughtsman, Topographical.....		1,800
FIFTH GRADE.		
Draughtsman, Chief.....		\$2,000
Schedule E shall comprise all positions where medical services are rendered.		
Schedule F shall comprise all positions of a miscellaneous nature.		
Schedule G shall comprise the following positions :		
(Letters of recommendation from former employers must be furnished by applicants for all positions other than common laborer.)		
Baker,	Cabinet Maker,	
Barber,	*Carpenter (House),	
Basket Maker,	Carpenter (Ship),	
Batteryman,	*Cement Worker,	
Batteryman's Assistant,	Cleaner (Male or Female),	
*Blacksmith,	Cook (Male),	
Blacksmith's Helper,	Cooper,	
Boat Builder,	Coppersmith,	
Boatman,	Coxswain,	
*Boilermaker,	Cutter,	
*Bricklayer,	Deckhand,	
Bridge Tender,	Diver's Tender,	
Butcher,	Dock Builder,	
Cabin Boy,	Driver,	

COMMISSIONERS OF ACCOUNTS.

SCHEDULE A.

Chief Clerk.	Examiner.
Stenographer to Commissioner.	Engineer.

SCHEDULE B.

Clerks (as graded in Appendix I.). Office Boy or Girl.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

SCHEDULE G.

Laborers (Appendix I.).

BOARD OF ALDERMEN.

SCHEDULE A.

Clerk.	Sergeant-at-Arms.
Deputy Clerk.	Assistant Sergeant-at-Arms.
Journal Clerk.	

SCHEDULE B.

Clerks (as graded in Appendix I.). Engrossing Clerk.

SCHEDULE F.

Librarian.	Stenographer and Typewriter.
Messenger.	Doorman.

ARMORY BOARD.

SCHEDULE A.

Secretary.

Provided, however, that no public employee, however designated, whether as "Skilled Laborer" or otherwise, who may be called to do or shall in fact do any clerical work, shall be included in Schedule G.

NOTE.—Reference to regulations concerning schedules :

**Schedule A, page 6.
Schedule B, page 24.
Schedule C, page 26.
Schedule D, page 35.
Schedule E, page 38.
Schedule F, page 38.
Schedule G, page 40.
Appendix I, page 46.**

Classification of the Civil Service of The City of New York.

Schedule A comprises all positions which are not subject to examination.

Schedule B comprises all positions of a clerical nature.

Schedule C comprises the uniformed forces of the Police and Fire Departments.

Schedule D comprises all positions requiring special expert knowledge, and which are not included in Schedule E.

Schedule E comprises all positions calling for medical services.

Schedule F comprises all positions of a miscellaneous character.

Schedule G comprises the labor service.

COMMISSIONERS OF ACCOUNTS.

SCHEDULE A.

Chief Clerk.	Examiner.
Stenographer to Commissioner.	Engineer.

SCHEDULE B.

Clerks (as graded in Appendix I.). Office Boy or Girl.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

SCHEDULE G.

Laborers (Appendix I.).

BOARD OF ALDERMEN.

SCHEDULE A.

Clerk.	Sergeant-at-Arms.
Deputy Clerk.	Assistant Sergeant-at-Arms.
Journal Clerk.	

SCHEDULE B.

Clerks (as graded in Appendix I.). Engrossing Clerk.

SCHEDULE F.

Librarian.	Stenographer and Typewriter.
Messenger.	Doorman.

ARMORY BOARD.

SCHEDULE A.

Secretary.

SCHEDULE B.

Clerks (as graded in Appendix I). Office Boy or Girl.

SCHEDULE D.

PART II.

Clerk of the Work (Inspector).

SCHEDULE F.

**Stenographer and Type- Janitor.
writer. Messenger.**

BOARD OF ASSESSORS.

SCHEDULE A.

Secretary. Chief Clerk.

SCHEDULE B.

**Clerks (as graded in Appendix I). Map Clerk.
Record Clerk.
Accountant.**

SCHEDULE D.

Part II.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

AQUEDUCT COMMISSION.

SCHEDULE A.

**Secretary. Chief Engineer.
Chief Clerk. Division Engineer.**

SCHEDULE B.

**Clerks (as graded in Appendix I). Assistant Secretary.
Office Boy or Girl.**

SCHEDULE D.

Part II.

Superintendent of Dam Construction.	Axeman.
	Chainman.
Topographical Draughtsman.	Rodman.
Draughtsman.	Leveler.
Inspector.	Transitman.
Engineman.	Part I.
Engineer Corps (as graded in Appendix I.).	Assistant Engineer.

SCHEDULE F.

Auditor.	Janitor.
Foreman.	Stenographer and Typewriter.
Foreman's Assistant.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF BRIDGES.

SCHEDULE A.

Deputy Commissioner.	Chief Clerk.
Chief Engineer.	Private Secretary to Commissioner.
Consulting Engineer.	Cashier.
Chief Engineer and Superintendent of the New York and Brooklyn Bridge.	

SCHEDULE B.

Clerks (as graded in Appendix I.).	Time and Auditing Clerk.
	Bookkeeper.

SCHEDULE D.

Part II.

Engineer Corps (as graded in Appendix I.).	Leveler.
	Transitman.
Axeman.	Draughtsman.
Rodman.	Electrical Traction Engineer.

First Grade—	Inspector of Masonry.
Engineman (Stationary).	Inspector of Grading.
Second Grade—	Part I.
Chief Engineman.	Assistant Engineer.
Inspector of Bridges.	Resident Engineer.
Inspector of Iron.	

SCHEDULE F.

Stenographer and Type-	Train Master.
writer.	Train Dispatcher.
Ticketman.	Master Mechanic.
Assistant Ticketman.	Superintendent of Supplies.
Conductor.	Foreman.
Storekeeper.	Assistant Foreman.
Messenger.	Bridge Keeper.
Watchman.	Superintendent of Bridges.
Collector.	Superintendent of Electric
Gateman.	Light.
Platform-man.	

SCHEDULE G.

Laborers (as graded in Appendix I.).

DEPARTMENT OF BUILDINGS.**SCHEDULE A.**

Secretary to the Board of	Superintendent of Buildings.
Buildings.	Confidential Stenographer to
Private Secretary to Com-	Commissioner.
missioner.	Confidential Inspector.
Chief Clerk.	

SCHEDULE B.

Clerks (as graded in Appen-	Office Boy or Girl.
dix I.).	

SCHEDULE D.**Part II.**

Building Inspector of Plumb-	Building Inspector of Iron and
ing, Light and Ventila-	Steel Construction.
tion.	Inspector to Supervise Eleva-
Building Inspector Masonry	tors (Machinists).
and Carpentry.	

SCHEDULE F.

Stenographer and Typewriter. Server of Violation Notices.
Messenger. Watchman.

SCHEDULE G.

Laborers (Appendix I.).

**BROOKLYN DISCIPLINARY TRAINING SCHOOL
FOR BOYS.**

SCHEDULE A.

Superintendent.

SCHEDULE B.

Clerks (as graded in Appendix I.).

SCHEDULE D.

Part II.

Engineman (Stationary).

SCHEDULE E.

Physician.

SCHEDULE F.

Keeper.	Teacher.
House Mother.	Instructor in Military Tactics.
Instructor in Manual Training.	Stenographer and Typewriter.
	Placing-out Agent.
Caretaker.	Woman Principal.

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF PUBLIC CHARITIES.

SCHEDULE A.

Secretary to Department.	Chaplain.
Private Secretary.	Superintendent Training School.
Treasurer's Clerk.	
Purchasing Agent.	Pupil Nurse of Training School, whose compensation does not exceed \$180 per annum.
Superintendent of Out-door Poor.	
General Medical Inspector.	
Superintendent of Hospital, Almshouse or Asylum and School.	Head Nurse of Training School, whose compensation does not exceed \$360 per annum.

SCHEDULE B.

Clerks (as graded in Appendix I.).	General Bookkeeper and Auditor.
Contract Clerk.	Executive Clerk.
Property Clerk.	Office Boy or Girl.

SCHEDULE D.

Part II.

Apothecary.	Mechanical Engineer.
Assistant Apothecary.	Supervising Engineer.
Chemist.	Photographer of the Unknown Dead.
Engineman (Stationary or Marine.)	

SCHEDULE E.

Visiting Oculist.	Matron.
Physician.	Supervising Nurse.
Surgeon.	Assistant Supervising Nurse.
Assistant Physician.	Head Nurse.
Examining Physician of Bellevue Dispensary.	Nurse.
Examiner in Lunacy.	Medical Superintendent of Hospital.

SCHEDULE F.

General Storekeeper.	Deputy Superintendent of Out-door Poor Department.
Deputy Superintendent of Training School.	

Permanent Visitor.	Investigating Officer, Lodg-
Morgue Superintendent or	ing-house for Homeless
Keeper.	Men.
Superintendent Drug De-	Deputy Superintendent.
partment.	Visitor Out-door Poor De-
Superintendent of Dispen-	partment.
sary in Bellevue Hospital.	Registrar.
Superintendent Stables.	Stenographer and Type-
Manager, Lodging House of	writer.
Homeless Men, and As-	Teacher.
sistant.	Medical Bath Attendant.
Captain (Steamboat).	Messenger.
Chef.	Laboratory Attendant.
Coxswain.	Examiner of Dependent Chil-
Foreman.	dren.
Foreman's Assistant.	Inspector of Orderlies.
Janitor.	Hospital Orderly.
Steward.	Pilot.
Storekeeper.	Housekeeper.
Telegraph Operator.	Orderly.
Telephone Operator.	Interpreter.
Watchman.	Keeper.

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF CORRECTION.

SCHEDULE A.

Deputy Commissioner.	Purchasing Agent.
Secretary to Department.	Warden of Prison and Work-
Private Secretary.	house.
Chaplain.	

SCHEDULE B.

Clerks (as graded in Appen-	General Bookkeeper and Au-
dix I.).	ditor.
	Office Boy or Girl.

SCHEDULE D.

Part II.	Building Inspector.
Engineer Corps (as graded in Appendix I.).	Apothecary.
	Supervising Engineer.
Engineman (stationary or marine).	Chief of Bertillon System.
	Part I.
Inspector of Meats.	Assistant Engineer.

SCHEDULE E.

Physician.	Nurse.
Matron.	

SCHEDULE F.

General Storekeeper.	Foreman.
Assistant Storekeeper.	Assistant Foreman.
Deputy Warden.	Housekeeper.
Stenographer and Typewriter.	Janitor.
Keeper (male or female).	Master Mechanic.
Orderly (male or female).	Watchman.
Chef.	Messenger.
Captain.	Mate.
Pilot.	Gardener.

SCHEDULE G.

Laborers (Appendix I.).

CITY CLERK.

SCHEDULE A.

City Clerk.	Deputy Clerk.
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SCHEDULE B.

Clerks (as graded in Appendix I.).	Commissioner of Deeds Clerk.
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SUPERVISOR OF THE CITY RECORD.

SCHEDULE A.

Supervisor.	Private Secretary.
Deputy Supervisor and Ex-	
pert.	

SCHEDULE B.

Clerks (as graded in Appendix I.). Office Boy or Girl.

SCHEDULE F.

Deputy Supervisor and Accountant. Messenger.
Bookbinder.
Examiner of the City Record. Janitor.
Storekeeper.

SCHEDULE G.

Laborers (Appendix I.).

CITY COURT.

SCHEDULE A.

Clerk. Assistant Clerk.

SCHEDULE B.

Deputy Clerk.

SCHEDULE F.

Stenographer. Interpreter.
Attendant. Custodian.

CITY MAGISTRATES' COURTS.

SCHEDULE A.

Clerk.

SCHEDULE B.

Assistant Clerk.

SCHEDULE F.

Stenographer. Attendant.
Interpreter.

COURT OF GENERAL SESSIONS.

SCHEDULE A.

Clerk. Deputy Clerk.

SCHEDULE B.

Record Clerk.

Assistant Clerk.

SCHEDULE F.

Stenographer.

Attendant.

Chief Court Attendant.

Warden of Grand Jury.

Interpreter.

THE MUNICIPAL COURT.

SCHEDULE A.

Clerk.

Assistant Clerk.

SCHEDULE F.

Stenographer.

Attendant.

Interpreter.

COURT OF SPECIAL SESSIONS.

SCHEDULE A.

Clerk.

Deputy Clerk.

SCHEDULE B.

Assistant Clerk.

Subpoena Clerk.

SCHEDULE F.

Court Stenographer.

Messenger.

Interpreter.

Attendant.

Stenographer and Typewriter.

MUNICIPAL CIVIL SERVICE COMMISSION.

SCHEDULE A.

Secretary.

Chief Clerk.

Assistant Secretary.

SCHEDULE B.

Clerks (as graded in Appen-

Labor Clerk.

dix I.).

Office Boy or Girl.

SCHEDULE F.

Telephone Operator.	Second Grade—
Stenographer and Typewriter.	Chief Examiner.
First Grade—	
Examiner.	

CORONERS.

SCHEDULE A.

Clerk.	Replevin Clerk.
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SCHEDULE B.

Clerks (as graded in Appen-	Assistant Clerk.
dix I.).	

SCHEDULE E.

Physician.

SCHEDULE F.

Stenographer.

THE COUNCIL.

SCHEDULE A.

Confidential Stenographer to	Chief Clerk.
the President.	Journal Clerk.
Private Secretary to the	Sergeant-at-Arms.
President.	Assistant Sergeant-at-Arms.

SCHEDULE B.

Clerks (as graded in Appen-	Engrossing Clerk.
dix I.).	Ordinance Clerk

SCHEDULE F.

Stenographer.	Page.
Doorman.	Messenger.
Custodian of Records.	Librarian.
Attendant.	

DEPARTMENT OF DOCKS AND FERRIES.

SCHEDULE A.

Secretary.	Chief Clerk.
Treasurer's Clerk.	Dock Superintendent.
Private Secretary.	Engineer-in-Chief.

SCHEDULE B.

Clerks (as graded in Appendix I.).	Property Clerk.
Assistant Secretary.	Office Boy or Girl.
Copyist.	Timekeeper.

SCHEDULE D.

Part II.	Transitman.
Inspector Pier Building.	Computer.
Inspector of Dredging.	Mechanical Engineer.
Inspector of Lumber.	
Draughtsman.	Part I.
Engineman (Stationary or Marine).	Engineer Corps (as graded in Appendix I.).
Engineer Corps (as graded in Appendix I.).	First Assistant Engineer.
Axeman.	Assistant Engineer.
Chainman.	Surveyor.
Rodman.	Assistant Surveyor.
Leveler.	Hydrographer.

SCHEDULE F.

Stenographer and Type-writer.	Pilot.
Searcher Water Grants.	Collector.
Superintendent of Repairs.	Doorman.
Superintendent of Sections.	Foreman.
Superintendent of Machinery.	Janitor.
Assistant Dock Superintendent.	Keeper.
Captain of Derrick.	Messenger.
Captain Pile Driver.	Roundsman.
Dockmaster.	Watchman.
Dockmaster's Assistant.	Weighmaster.
Driver.	Recreation Pier Attendant.
	Stationary Custodian and Messenger.

SCHEDULE G.
Laborers (Appendix I.).

EAST RIVER BRIDGE COMMISSION.

SCHEDULE A.

Chief Engineer. Chief Clerk.

SCHEDULE B.

Clerk and Stenographer. Clerks (as graded in Appen-
dix I.).

SCHEDULE D.

Part II.	Transitman.
Engineer Corps (as graded in Appendix I.).	Draughtsman.
	Part I.
Axeman.	Assistant Engineer.
Chainman.	Principal Assistant Engineer.
Rodman.	Resident Engineer.
Leveler.	

SCHEDULE F.

Stenographer and Type- Messenger.
writer. Watchman.

DEPARTMENT OF EDUCATION.

SCHEDULE A.

City Superintendent.	Deputy Superintendent of
Borough Superintendent of	School Buildings.
Schools.	Supervisor of Special
Associate Borough Superin-	Branches.
tendent of Schools.	Superintendent of School Sup-
Secretary.	plies.
Superintendent of School	Chief Clerk.
Buildings.	All positions in the Nautical
	School.

SCHEDULE B.

Clerks (as graded in Appendix I.).	Assistant Supply Clerk.
	Bookkeeper.
Office Boy or Girl.	Library Clerk.
Chief Supply Clerk.	

SCHEDULE D.

Engineer's Assistant.	Sanitary Inspector.
Chief Inspector of Buildings and Repairs.	Fuel Inspector.
	Draughtsman.
Patrol Building Inspector.	Assistant Draughtsman.
Building Inspector.	

SCHEDULE E.

Surgeon.

SCHEDULE F.

Deputy Superintendent of School Supplies.	Attendance Officer.
	Weighmaster.
Examiner of Claims.	Janitor (Engineer).
Supervisor of Truancy.	Janitor.
Examiner.	Messenger.
Auditor	Keeper.
Stenographer and Typewriter.	Orderly.
	Telephone Operator.

SCHEDULE G.

Laborers (Appendix I.).

BOARD OF ESTIMATE AND APPORTIONMENT.

SCHEDULE A.

Chief Clerk.	Confidential Stenographer.
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SCHEDULE B.

Clerks (as graded in Appendix I.).

FINANCE DEPARTMENT.

SCHEDULE A.

Deputy Comptroller.	Messenger in the Paymaster's
Assistant Deputy Comptroller.	Office and Auditing Bureau.
Deputy Chamberlain.	Deputy Collector of City Revenue.
Auditor.	Collector of Assessments and Arrears.
Deputy Auditor.	Deputy Collector of Assessments and Arrears.
Private Secretary.	Assistant Deputy Collector of Assessments and Arrears.
City Paymaster.	Receiver of Taxes.
Deputy City Paymaster.	Deputy Receiver of Taxes.
Chief Clerk.	Assistant Deputy Receiver of Taxes.
Stock and Bond Clerk.	Cashier.
Security Deposit Clerk.	Assistant Cashier.
Collector of City Revenues and Superintendent of Markets.	Examiner of Accounts of Institutions.
Assistant Superintendent of Markets.	Bookkeeper in the Chamberlain's Office.
Contract Clerk.	Confidential Stenographer to the Chamberlain.
Disbursing Clerk.	
Paymaster's Clerk.	
Warrant Clerk.	
Bank Messenger.	

SCHEDULE B.

Custodian Mortgages, Titles, Deeds, etc.	Correspondence Clerk.
Register of Claims.	Keeper of Records.
General Bookkeeper.	Assistant Keeper of Records.
Bookkeeper.	Chief Clerk to the Collector of City Revenue and Superintendent of Markets.
Clerk of Market.	Law Clerk.
Assistant Contract Clerk.	Office Boy or Girl.
Clerks (as graded in Appendix I.).	

SCHEDULE D.

Part II.	Inspector.
Engineer Corps (as graded in Appendix I.).	Inspector of Coal.
Engineer.	Inspector of Provisions.
Engineer on Pavements and Pavement Work.	Part I. Assistant Engineer.

SCHEDULE F.

Examiner of Trust Account.	Stenographer and Typewriter.
Examiner of Interest.	Doorkeeper.
Examiner of Assessment.	Messenger.
Examiner of Pay-roll.	Watchman.
Examiner of Coupons and Claims.	Special Messenger to Receiver of Taxes.
Examiner.	

SCHEDULE G.

Laborers (Appendix I.).

FIRE DEPARTMENT.

SCHEDULE A.

Chief of Department.	Head of Bureau.
Deputy Commissioner.	Cashier.
Secretary.	Purchasing Agent.
Private Secretary.	

SCHEDULE B.

Assistant Secretary.	General Bookkeeper and Auditor.
Secretary of the Relief Fund.	Clerks (as graded in Appendix I.).
Executive Clerk of Repairs to the Building Superintendent and Tenement House Permits.	Badge Insigna and Property Record Clerk.
Bookkeeper.	Auditor.
	Office Boy or Girl.

SCHEDULE C.

First Grade—	Fourth Grade—
Uniformed Fireman.	Chief of Battalion.
Second Grade—	Fifth Grade—
Assistant Foreman and	Deputy Chief of Depart—
Foreman.	ment.
Third Grade—	Engineer of Steamer.
Chief Instructor.	

SCHEDULE D.

Part II.	Assistant Inspector of Com-
Oil Surveyor.	bustibles.
Mechanical Engineer.	Inspectors.
Engineman (Stationary or	First Grade—
Marine).	Inspector Fire Alarm
Draughtsman.	Boxes.
First Grade—	Second Grade—
Operator and Assistant.	Chief Inspector.
Second Grade—	Part I.
Chief Operator.	Building Superintendent.
Third Grade—	Assistant Building Superin-
Superintendent of Tele-	tendent.
graph.	Surveyor.

SCHEDULE E.

Medical Officer.

SCHEDULE F.

Assistant Fire Marshal.	Stenographer and Typewriter.
Confidential Examiner.	Storekeeper.
Assistant Storekeeper.	Instrument Maker.
Foreman's Assistant.	Janitor.
Foreman.	Messenger.
Receiver of Supplies.	Weighmaster.
Superintendent of Stables.	Watchman.
Deputy Superintendent of	Stableman.
Stables.	Oil Collector.

SCHEDULE F.

Stenographer and Typewriter.	Measurer.
Messenger.	Rockman.
Foreman (Mechanic).	Watchman.
Assistant Foreman (Mechanic).	

SCHEDULE G.

Laborers (Appendix I.).

COMMISSIONER OF JURORS.

SCHEDULE A.

Deputy Commissioner.	Chief Clerk.
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SCHEDULE B.

Enrolment Clerk.	Clerks (as graded in Appen-
Exempt Clerk.	dix I.).
	Office Boy or Girl.

SCHEDULE F.

Assistant Deputy Commis-	Canvasser.
sioner.	Process Server.
Stenographer and Typewriter.	

LAW DEPARTMENT.

SCHEDULE A.

Assistant to Corporation	Chief Clerk.
Counsel.	Private Secretary to Corpora-
	tion Counsel.

SCHEDULE B.

Deputy Chief Clerk.	First Grade--
Register Clerk.	Junior Law Clerk.
Process Clerk.	Second Grade--
Clerks (as graded in Appen-	Senior Law Clerk.
dix I.).	Office Boy or Girl.
Copyist.	

Pathologist and Director of Medical Inspector.
 Bacteriological Laboratory. Vaccinator.
 Assistant Pathologist. Veterinarian.
 Sanitary Inspector (Medical).

SCHEDULE F.

Stenographer and Typewriter. Assistant Disinfector.
 Telephone Operator. Laboratory Assistant.
 Captain. Assistant Foreman.
 Disinfector. Inspector of Mercantile Es-
 Laboratory Attendant. tablishments.
 Messengers. Life Savers.
 Foreman.

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF HIGHWAYS.

SCHEDULE A.

Head of Bureau. Consulting Engineer.
 Deputy Commissioner. Chief Engineer.
 Chief Clerk. Cashier.
 Private Secretary.

SCHEDULE B.

Clerks (as graded in Ap- Bookkeeper.
 pendix I.). Office Boy or Girl.

SCHEDULE D.

Part II.	Inspector of Regulating, Grad-
Engineering Corps (as graded	ing and Paving.
in Appendix I.).	Inspector of Incumbrances.
Axeman.	Inspector of Vaults and
Chainman.	Areas.
Rodman.	Engineman (Stationary).
Leveler.	Part I.
Transitman.	Engineering Corps.
Inspector of Street Openings.	Assistant Engineer.
Inspector of Electrical Con-	Topographical Engineer.
duits.	

SCHEDULE F.

Stenographer and Typewriter.	Measurer.
Messenger.	Rockman.
Foreman (Mechanic).	Watchman.
Assistant Foreman (Mechanic).	

SCHEDULE G.

Laborers (Appendix I.).

COMMISSIONER OF JURORS.

SCHEDULE A.

Deputy Commissioner.	Chief Clerk.
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SCHEDULE B.

Enrolment Clerk.	Clerks (as graded in Appen-
Exempt Clerk.	dix I.).
	Office Boy or Girl.

SCHEDULE F.

Assistant Deputy Commis-	Canvasser.
sioner.	Process Server.
Stenographer and Typewriter.	

LAW DEPARTMENT.

SCHEDULE A.

Assistant to Corporation	Chief Clerk.
Counsel.	Private Secretary to Corpora-
	tion Counsel.

SCHEDULE B.

Deputy Chief Clerk.	First Grade—
Register Clerk.	Junior Law Clerk.
Process Clerk.	Second Grade—
Clerks (as graded in Appen-	Senior Law Clerk.
dix I.).	Office Boy or Girl.
Copyist.	

SCHEDULE F.

Examiner.	Messenger.
Librarian.	Process Server.
Stenographer and Typewriter.	

MAYOR'S OFFICE.

SCHEDULE A.

Secretary.	Deputy Chief of the Bureau of
Confidential Clerk.	Licenses.
Chief Clerk.	Cashier.
Confidential Stenographer.	Warrant and Bond Clerk.
Chief of the Bureau of	Confidential Messenger.
Licenses.	

SCHEDULE B.

Clerks (as graded in Appen- **Office Boy or Girl.**
dix I.).

SCHEDULE F.

Stenographer and Type-	Sealer of Weights and Meas-
writer.	ures.
Messenger.	Inspector.
Inspector of Weights and	
Measures.	

BUREAU OF MUNICIPAL STATISTICS.

SCHEDULE A.

Chief of Bureau.

SCHEDULE B.

Clerks (as graded in Appendix I.).

SCHEDULE F.

Stenographer and Type-	Compiler.
writer.	Statistician.

SCHEDULE B.

Assistant Secretary.	Timekeeper.
Clerks (as graded in Appendix I.).	Office Boy or Girl.

SCHEDULE D.

Part II.	Second Grade--
Engineer Corps (as graded in Appendix I.).	Assistant General Inspector.
Axeman.	Third Grade--
Chainman.	General Inspector.
Rodman.	Engineman (Stationary or Marine).
Leveler.	
Transitman.	Part I.
Computer.	Assistant Engineer.
Draughtsman.	Assistant Engineer and Draughtsman.
Mechanical Assistant.	Entomologist.
Mechanical Engineer.	Meteorologist.
Inspectors :	Engineer of Construction.
First Grade--	Topographical Engineer.
Inspector of Shops	Architect.
Inspector Pier Building.	

SCHEDULE F.

Paymaster.	Purchasing Agent.
Superintendent of Supplies and Repairs.	Cottage Attendant (Female).
Director of Menagerie.	Foreman.
Doorman.	Foreman's Assistant.
Stenographer and Typewriter.	Janitor.

SCHEDULE G.

Laborers (Appendix I.).

SCHEDULE F.

Superintendent of Repairs	Messenger.
and Supplies.	Matron.
Stenographer and Typewriter.	Watchman.
Bath Attendant (Male or	Janitor.
Female).	Foreman, Repairs of Build-
Foreman of Public Baths.	ings.
Assistant Foreman of Public	Telephone Operator.
Baths.	

SCHEDULE G.

Laborers (Appendix I).

BOARD OF PUBLIC IMPROVEMENTS.

SCHEDULE A.

Secretary.	Consulting Engineer.
Chief Engineer.	Private Secretary.

SCHEDULE B.

Clerks (as graded in Appen-	Clerk in Charge of Stree
dix I.).	Opening Matters.

SCHEDULE D.

Part II.	Part I.
Draughtsman.	Assistant Engineer.
Searcher.	Surveyor.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

DEPARTMENT OF PARKS.

SCHEDULE A.

Secretary.	Landscape Architect.
Private Secretary.	Chief Engineer.
Superintendent.	Chief Clerk.

SCHEDULE B.

Assistant Secretary.	Timekeeper.
Clerks (as graded in Appendix I.).	Office Boy or Girl.

SCHEDULE D.

Part II.	Second Grade--
Engineer Corps (as graded in Appendix I.).	Assistant General Inspector.
Axeman.	Third Grade--
Chainman.	General Inspector.
Rodman.	Engineman (Stationary or Marine).
Leveler.	Part I.
Transitman.	Assistant Engineer.
Computer.	Assistant Engineer and Draughtsman.
Draughtsman.	Entomologist.
Mechanical Assistant.	Meteorologist.
Mechanical Engineer.	Engineer of Construction.
Inspectors :	Topographical Engineer.
First Grade--	Architect.
Inspector of Shops	
Inspector Pier Building.	

SCHEDULE F.

Paymaster.	Purchasing Agent.
Superintendent of Supplies and Repairs.	Cottage Attendant (Female).
Director of Menagerie.	Foreman.
Doorman.	Foreman's Assistant.
Stenographer and Typewriter.	Janitor.

SCHEDULE G.

Laborers (Appendix I.).

POLICE DEPARTMENT.

SCHEDULE A.

Chief of Police.	Confidential Stenographer to
Deputy Treasurer.	President.
Chief Clerk.	Complaint Clerk.
Property Clerk.	Auditor.
Private Secretary.	Superintendent of Elections.
Treasurer's Clerk.	Chief of Branch Bureau of Elections.

SCHEDULE B.

Clerks (as graded in Appendix I.).

SCHEDULE C.

Doorman.	Third Grade—
First Grade—	Captain.
Patrolman.	Fourth Grade—
Second Grade—	Inspector.
Sergeant.	Fifth Grade—
	Deputy Chief.

SCHEDULE D.

Part II.

First Grade—	Third Grade—
Operator.	Superintendent of Telegraph.
Second Grade—	Mechanical Engineer.
Deputy Superintendent of	Engineman (Marine).
Telegraph.	Clothing and Equipment Clerk.

SCHEDULE E.

Surgeon.

SCHEDULE F.

Stenographer and Type- Matron.
writer.

SCHEDULE G.

Laborers (Appendix I.).

PRESIDENT OF BOROUGH.**SCHEDULE A.**

Secretary.	Private Secretary.
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SCHEDULE B.

Clerks (as graded in Appendix I.).	Office Boy or Girl.
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SCHEDULE F.

Stenographer and Type-writer.	Messenger.
	Investigator of Complaints.

RAPID TRANSIT COMMISSION.**SCHEDULE A.**

Secretary.	Chief Engineer.
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SCHEDULE F.

Messenger.

DEPARTMENT OF SEWERS.**SCHEDULE A.**

Deputy Commissioner.	Private Secretary to Commissioner.
Consulting Engineer.	
Chief Engineer.	Head of Bureau.
Secretary.	Chief Clerk.
Cashier.	

SCHEDULE B.

Bookkeeper.	Clerks (as graded in Appendix I.).
Time-keeper.	
Office Boy or Girl.	

SCHEDULE D.**Part II.**

Engineering Corps (as graded in Appendix I.).	Rodman.
	Leveler.
Axeman.	Transitman.
Chainman.	Engineman (Stationary).

Inspectors :

Inspector of Sewer Construction.	Assistant Superintendent of Construction.
Inspector of Sewer Connections.	Inspector of Cement. Draughtsman (Topographical and Mechanical).

Part I.

Engineering Corps.	Assistant Engineer.
Principal Assistant Engineer.	

SCHEDULE F.

Assistant Superintendent of Maintenance and Repairs.	Stenographer and Typewriter.
Superintendent of Sewer Disposal Works at Far Rockaway.	Messenger. Telephone Operator. Watchman.

SINKING FUND COMMISSION.

SCHEDULE A.

Clerk.

SCHEDULE F.

Stenographer and Typewriter.

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF STREET CLEANING.

SCHEDULE A.

Deputy Commissioner.	Private Secretary to Commissioner.
General Superintendent.	
Chief Clerk.	Private Secretary to the Deputy Commissioner, Borough of Brooklyn.
Head of Bureau.	

SCHEDULE B.

Bookkeeper.	Clerks (as graded in Appendix I.).
Office Boy or Girl.	

SCHEDULE D.

Part II.

Draughtsman.	Engineman (Stationary and Marine).
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SCHEDULE E.

Medical Examiner.

SCHEDULE F.

Stenographer and Typewriter.	Telephone Operator.
Assistant Superintendent.	Section Foreman.
Superintendent of Stables.	Time Collector.
Superintendent of Final Disposition and Assistant.	Tug and Scow Inspector.
	Dump Inspector.
Master Mechanic.	Assistant Dump Inspector.
District Superintendent.	Assistant Section Foreman.
Stable Foreman and Assistant.	Pilot.

SCHEDULE G.

Laborers (Appendix I.).

BUREAU OF STREET OPENINGS.

SCHEDULE B.

Chief Clerk.	Journal Clerk.
Clerks.	Law Clerk.
Bookkeeper.	

SCHEDULE D.

Part II.

Computer and Draughtsman.

SCHEDULE F.

Computer of Accounts.	Stenographer and Typewriter.
Searcher.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF TAXES AND ASSESSMENTS.

SCHEDULE A.

Assistant to Commissioner.	Secretary.
Confidential Stenographer to Commission.	Private Secretary to President. Chief Clerk of Borough Office.

SCHEDULE B.

Accountant.	Office Boy or Girl.
Clerks (as graded in Appen- dix I.).	

SCHEDULE D.

Part II.	Part I.
Draughtsman.	Engineering Corps (as graded in Appendix I.). Assistant Surveyor. Surveyor.

SCHEDULE F.

Deputy Commissioner.	Messenger.
Stenographer and Type- writer.	Searcher.

DEPARTMENT OF WATER SUPPLY.

SCHEDULE A.

Deputy Commissioner.	Head of Bureau.
Secretary.	Private Stenographer to Com- missioner.
Consulting Engineer.	Private Secretary to Deputy Commissioner Borough of Brooklyn.
Chief Engineer.	
Cashier.	
Assistant Cashier.	

SCHEDULE B.

Clerks (as graded in Appen- dix I.).	Timekeeper. Office Boy or Girl.
Bookkeeper.	

SCHEDULE D.

Part II.		Inspector of Laying Pipe.
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Chainman.		Second Grade—
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Inspector of Conduits and Reservoirs.	Part I.	Engineering Corps.
Inspector of Making Pipes.		Assistant Engineer.
Inspector of Making Hydrants.		Topographical Engineer.
Inspector of Masonry.		Assistant Superintendent of Construction.

SCHEDULE F.

Assistant Superintendent of Conduits and Reservoirs.	Messenger.
Stenographer and Typewriter.	Measurer.
Foreman.	Patrolman on Aqueduct.
Assistant Foreman.	Rockman.
	Watchman.
	Keeper on the Aqueduct.

SCHEDULE G.

Laborers (Appendix I.).

100

100

100

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Office boys (or girls) who have served as such for one year, may, at the request of the head of the department in which they have served, be examined for the position of junior clerk, provided they are over 18 years of age.

Junior clerks shall consist of employees who receive a compensation not exceeding \$600 per annum. Junior clerks shall not be eligible to the position of clerk except after the competitive examination prescribed for original appointment to said position.

Schedule C shall comprise the uniformed forces of the Police and Fire Departments, except the position of Matron in the Police Department.

Schedule D shall comprise all positions requiring special expert knowledge, and which are not included in Schedule E.

Schedule E shall comprise all positions calling for medical services.

Schedule F shall comprise all positions not included in the other schedules.

Labor Class.

Schedule G shall comprise the Labor Service.

Each schedule shall also include the positions specified under that head in the classification hereto annexed, marked Appendix I.

Rule 5.

For the purpose of ascertaining the qualifications of persons seeking or named for positions in the departments and offices of the municipal government, there shall be a board of examiners for all positions in Schedules A, Part II, B, C, D, E and F.

This board shall be composed of a Chief Examiner, to be appointed by the Municipal Commissioners, and as many citizens designated by the said Commissioners as they may deem necessary. None of such examiners, however, shall be a public officer or employed in any other department of the municipal government.

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MUNICIPAL
CIVIL SERVICE COMMISSION

OF

THE CITY OF NEW YORK.

RULES AND CLASSIFICATION.

JULY 11, 1899.

COMMISSIONERS:

CHARLES H. KNOX, President.

WILLIAM N. DYKMAN. ALEXANDER T. MASON.

LEE PHILLIPS, Secretary.

JOHN H. MCCOOEY, Assistant Secretary.

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MUNICIPAL CIVIL SERVICE RULES

OF

THE CITY OF NEW YORK,

AS APPROVED BY

THE STATE CIVIL SERVICE COMMISSION.

Rule 1.

Appointments and promotions in the Civil Service of The City of New York shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive.

Rule 2.

No officer or officers having the power of appointment or employment shall select or appoint any person for appointment, employment, promotion, transfer, or reinstatement, except in accordance with the provisions of the Civil Service Law and the rules and regulations prescribed thereunder.

No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to, or assigned to perform the duties of any position subject to competitive examination, except in accordance with Rule 40.

The violation of any of the provisions of the Civil Service Law, or of these rules, by any person in the Civil Service of the City, shall be considered a good cause for the dismissal of such person from the service.

or of infamous or notoriously disgraceful conduct ; or who has been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment, or whose character upon investigation and report shall be found not to be satisfactory to the Examining Board.

No person who has entered any examination for a position in the classified service and who has failed therein shall be admitted within nine months from the date thereof to a new examination for the same or a similar position.

Rule 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influences of the appointing officer, or of any person other than the Municipal Commissioners, examiners or experts directly employed by the Municipal Commission.

The Municipal Commission shall have power to authorize or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office.

Each examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examination. All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these rules otherwise provide, the Board of Examiners may, in the examinations, give such relative importance to the different subjects or matters of examinations as to them may seem fit.

Rule 15.

All examinations shall be in writing, except such as refer to expertness or physical qualities, and except as herein otherwise provided.

Whenever an oral examination shall be prescribed as part of any scheme of examination, a stenographic record of such oral questions and answers shall be made, and the transcript thereof shall be preserved with the examination papers of the candidate.

Rule 16.

The sheets of questions shall be numbered and shall be given out in the order of their numbers, each, after the first, being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours without intermission, and no questions given out at any session, to any candidate, shall be allowed to be answered at another session. Each candidate must complete his examination on the obligatory subjects before taking up any of the optional subjects.

Rule 17.

The time allowed for completing the examination shall be announced before the first paper is given out.

For the obligatory subjects the examination shall be confined to a single day.

At or before the commencement of every examination, the weight to be given every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Municipal Commission, upon its request, the general qualifications or attainments, physical or mental, or both, which he deems necessary or proper in the position for which an eligible list is to be formed.

Rule 18.

No question in any examination or proceeding by or under these rules shall relate to political or religious opinions or affiliations, and no appointment or selection to or removal from an office or employment within the scope of these rules shall be in any manner affected or influenced by such opinions or affiliations.

There shall be a Chief Examiner, who shall devote his whole time to the business of his office, who shall preside at meetings of the Board of Examiners, hear appeals from the decision of any of the examiners and have the general supervision of the work of the examiners. The rate of compensation of the officers mentioned in this rule shall be fixed by the Municipal Commissioners, who will employ assistants, procure suitable offices and incur such other expenses as may be required for the efficient performance of the duties imposed upon them by the laws of the State of New York.

It shall be the duty of such Board of Examiners, by such of its members as the Chief Examiner shall designate, to conduct all examinations called for under these rules, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the City with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The examination of all candidates for the position of examiner under this commission shall be conducted by the Municipal Commissioners or by experts appointed by them.

The Municipal Commissioners shall employ a secretary, who shall keep minutes of all proceedings and all necessary records of the examination, standing and certification of applicants, and a complete record of all persons employed in the several departments to which these rules apply, and of all appointments, promotions, dismissals, resignations and other changes of any kind therein. The secretary shall have the general executive charge of the Civil Service office, shall assign the clerks and employes to their respective positions and superintend them in the discharge of their respective duties and shall be secretary of the Examining Board. The secretary shall, after conference with the Chief Examiner, order and fix the dates of examinations, shall see that they are properly and efficiently advertised and shall indicate to the Chief Examiner which examination shall be first rated and otherwise expedited, to the end that eligible lists which are most needed shall be first prepared.

Rule 23.

No applicant for the position of senior clerk, third grade, who receives in the ascertained average less than 80 per cent., or for any other position less than 70 per cent., shall be placed upon the eligible list.

No candidate for positions requiring technical or professional knowledge receiving less than 75 per cent. on the technical or special subjects shall be placed upon the eligible list.

No applicant for the position of fireman or policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed upon the eligible list.

In the case of all graded positions, candidates who seek promotion shall be required to obtain 80 per cent. up to and including second grade, and 85 per cent. in all higher grades, and in the case of all grades of the uniformed forces of the Fire and Police Departments, 70 per cent.

Rule 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

Rule 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character :

MUNICIPAL CIVIL SERVICE COMMISSION.

To NEW YORK.....189 .

SIR : Appended to the application of.....
for a position in the Municipal Service as a.....

Exceptions From Competitive Examination.

Appointments to positions in Schedule B, C, D, E and F may be made without competitive examination, as follows:

First—To positions in the competitive class where peculiar and exceptional qualifications of a scientific, professional or educational character are required upon satisfactory evidence that for specified reasons competition in such special case is impracticable and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, and where the Municipal Commission, with the approval of the State Civil Service Commission, has suspended the rules requiring competition, but no such suspension shall be general in its application to such place, and all such cases of suspension shall be reported to the State Civil Service Commission in the annual report made to them, with the reasons for the same.

Second—Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no list of persons eligible for appointment after competitive examination and then only in accordance with the provisions of Rule 34.

Third—To the position of trained nurse, when the applicants are graduates of any of the following-named nurses' training schools: Training School of Bellevue Hospital, Metropolitan Training School, Training School of the City Hospital, Training School of the Kings County Hospital—the names of such applicants may, upon their own application and upon presenting proper diploma, be placed upon the appropriate eligible list with a grading of 100, without further examination, unless required by the Municipal Commission, and shall be certified in response to requisitions in the order of the date of filing application.

Rule 7.

Vacancies in positions classified in Schedules B, C, D, E and F, not filled by promotion, shall be filled by appointment of those graded highest in open competitive examinations,

and for no such position shall any non-competitive examination be allowed, except in accordance with the provisions of Rules 6 and 34.

APPLICATIONS.

Rule 8.

Applicants must file applications for positions included in Schedule A, Part II, B, C, D, E and F, which must be in the handwriting of the applicant and addressed to the "Secretary of the Municipal Civil Service Commission, New York City," showing:

First—His full name, residence and post office address, age, the place and date of birth, health and physical capacity for the public service, right of preference by reason of military or naval service, residence and business or employment for at least the previous five years, and such other information as may reasonably be required by regulation.

Second—A statement whether such application is limited to any particular office or offices in the service.

Third—The certificate of four reputable persons of The City of New York, that they have been personally acquainted with the applicant for at least one year, and believe him to be of good moral character, of temperate and industrious habits and in all respects fit for the service he wishes to enter, and that each of them is willing that such certificate should be published for public information, and will, upon request, give such further information concerning the applicant as he may possess.

Fourth—The foregoing application shall be verified by the oath of the applicant.

The requirements as to citizenship and certificates of character, in case of persons applying for positions under Schedules E and F, and the requirements as to citizenship in case of persons applying for positions under Schedule D, may be modified or dispensed with in the discretion of the commission. All applications for examination shall be filed in the office of the secretary a reasonable length of time before the date of examination, and all applications and other

is your general certificate of his (or her) good character and habits.

In addition to this, it is necessary before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received directly from his (or her) certifiers.

I therefore respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the papers to me at your earliest convenience.

Very respectfully yours,

..... Secretary.

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?
2. Has he (or she) ever been employed by you, and if so when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation? State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name

Occupation

Address

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

Rule 26.

The secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained, and the proficiency in the several subjects shown by the markings.

APPEALS—REVISION.

Rule 27.

Complaints of injustice or unfairness on the part of any examiner or Examining Board, or of any one acting under the Municipal Commission, shall be considered by such Municipal Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

ELIGIBLE LIST.

Rule 28.

Eligible lists shall be prepared by the secretary from time to time, as the needs of the service require, for the different positions and grades in Schedules B, C, D, E and F. Upon

or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment, or whose character upon investigation and report shall be found not to be satisfactory to the Examining Board.

No person who has entered any examination for a position in the classified service and who has failed therein shall be admitted within nine months from the date thereof to a new examination for the same or a similar position.

Rule 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influences of the appointing officer, or of any person other than the Municipal Commissioners, examiners or experts directly employed by the Municipal Commission.

The Municipal Commission shall have power to authorize or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office.

Each examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examination. All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these rules otherwise provide, the Board of Examiners may, in the examinations, give such relative importance to the different subjects or matters of examinations as to them may seem fit.

Rule 15.

All examinations shall be in writing, except such as refer to expertness or physical qualities, and except as herein otherwise provided.

Whenever an oral examination shall be prescribed as part of any scheme of examination, a stenographic record of such oral questions and answers shall be made, and the transcript thereof shall be preserved with the examination papers of the candidate.

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The sheets of questions shall be numbered and shall be given out in the order of their numbers, each, after the first, being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours without intermission, and no questions given out at any session, to any candidate, shall be allowed to be answered at another session. Each candidate must complete his examination on the obligatory subjects before taking up any of the optional subjects.

Rule 17.

The time allowed for completing the examination shall be announced before the first paper is given out.

For the obligatory subjects the examination shall be confined to a single day.

At or before the commencement of every examination, the weight to be given every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Municipal Commission, upon its request, the general qualifications or attainments, physical or mental, or both, which he deems necessary or proper in the position for which an eligible list is to be formed.

Rule 18.

No question in any examination or proceeding by or under these rules shall relate to political or religious opinions or affiliations, and no appointment or selection to or removal from an office or employment within the scope of these rules shall be in any manner affected or influenced by such opinions or affiliations.

he shall forthwith notify the Secretary of the vacancy and state whether the same is to be filled by appointment or by promotion, and the title of the position, the number of vacancies to be filled and compensation to be paid. If the position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship, or whether any of the special qualifications denoted by the optional subjects are required, and if so, which.

Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction, under the provisions of the Civil Service Law and these rules, by appointment of those graded highest in the open competitive examinations conducted by the Municipal Commission, except as otherwise provided in the Civil Service Law.

The Secretary shall, as soon as practicable, certify to the appointing officer for appointment or for promotion from the eligible list appropriate to such position, the names of the persons graded highest as above provided, placing at the head of the list and indicating such of them as have been honorably discharged from the military or naval service of the United States in the Civil War. The certificate of the Secretary shall, in all cases, state the percentage of the maximum obtained by each of the persons certified.

When a requisition is made to fill a position for which no eligible list exists, the Secretary shall, after a conference with the Chief Examiner, make certification from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and wherein the qualifications demanded have been determined by examination.

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the Secretary shall certify the name of the person whose standing on the eligible list for the denoted special subject is the highest. The Examining Board may, at any time, hold a competitive examination to fill a vacancy in a position of this kind if, in their judgment, there is no appropriate eligible list from which to fill the vacant position.

Rule 23.

No applicant for the position of senior clerk, third grade, who receives in the ascertained average less than 80 per cent., or for any other position less than 70 per cent., shall be placed upon the eligible list.

No candidate for positions requiring technical or professional knowledge receiving less than 75 per cent. on the technical or special subjects shall be placed upon the eligible list.

No applicant for the position of fireman or policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed upon the eligible list.

In the case of all graded positions, candidates who seek promotion shall be required to obtain 80 per cent. up to and including second grade, and 85 per cent. in all higher grades, and in the case of all grades of the uniformed forces of the Fire and Police Departments, 70 per cent.

Rule 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

Rule 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character:

MUNICIPAL CIVIL SERVICE COMMISSION.

To NEW YORK.....189 .

SIR: Appended to the application of.....
for a position in the Municipal Service as a.....

persons appointed, giving the application number, name, address, position, salary and date of appointment, and such other information as the Municipal Commission may require, and a record of the same shall be kept by said Secretary.

Rule 31.

Notice of all appointments made under these rules shall be forwarded by the Secretary of the Commission within five days to the *City Record* for publication.

Rule 32.

The Commission shall keep in its office an official roster of the classified service of the City of New York, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of these rules. The official roster shall show opposite, or in connection with each name the date of appointment, employment, promotion or reinstatement, and the office in which and the compensation of the position, date of commencement of service, and the date of transfer in or separation from the service by dismissal, resignation, cancellation of appointment, or death.

Within five days from the date of any transfer, promotion, suspension, resignation, death or removal of any person holding a position in the service of the City, notice thereof shall be given in writing by the appointing officer to the Secretary, who shall keep a record of the same.

Appointing officers of any department, office, bureau or institution whose employees are paid direct from the treasury of the City, shall furnish the Municipal Commission with pay-rolls showing the names of the persons to be paid, residence, title of position held or kind of service performed by each person, the rate and amount of compensation to which he is entitled and the period for which he is paid, and shall certify that the persons named therein are employed solely in

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name

Occupation

Address

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

Rule 26.

The secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained, and the proficiency in the several subjects shown by the markings.

APPEALS—REVISION.

Rule 27.

Complaints of injustice or unfairness on the part of any examiner or Examining Board, or of any one acting under the Municipal Commission, shall be considered by such Municipal Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

ELIGIBLE LIST.

Rule 28.

Eligible lists shall be prepared by the secretary from time to time, as the needs of the service require, for the different positions and grades in Schedules B, C, D, E and F. Upon

is your general certificate of his (or her) good character and habits.

In addition to this, it is necessary before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received directly from his (or her) certifiers.

I therefore respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the papers to me at your earliest convenience.

Very respectfully yours,

..... Secretary.

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?

2. Has he (or she) ever been employed by you, and if so, when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation? State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name

Occupation

Address

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

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The secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained, and the proficiency in the several subjects shown by the markings.

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ELIGIBLE LIST.

Rule 28.

Eligible lists shall be prepared by the secretary from time to time, as the needs of the service require, for the different positions and grades in Schedules B, C, D, E and F. Upon

beyond the limit fixed for the grade in which such office or position is classified, shall be deemed a promotion.

Positions in the competitive class are graded according to the fixed limit of compensation, as follows :

GROUP 1. FOR ALL POSITIONS INCLUDED IN SCHEDULE B:

First Grade—Office boy (or girl). Annual compensation of \$300 or less.

Second Grade—Junior clerks. Annual compensation of \$600 or less.

Third Grade—Senior clerks. Annual compensation of more than \$600, but not more than \$1,000.

Fourth Grade—Senior clerks. Annual compensation of more than \$1,000, but not more than \$1,500.

Fifth Grade—Senior clerks. Annual compensation of more than \$1,500, but not more than \$2,000.

Sixth Grade—Senior clerks. Annual compensation of more than \$2,000, but not more than \$2,500.

Seventh Grade—Senior clerks. Annual compensation of more than \$2,500.

GROUP 2. FOR ALL POSITIONS INCLUDED IN SCHEDULE C:

Uniformed Force of the Fire Department.

First Grade—Fireman. Annual compensation of \$1,400 or less.

Second Grade—Engineer of Steamer. Annual compensation of \$1,600 or less.

Third Grade—Assistant Foreman. Annual compensation of not less than \$1,500 nor more than \$1,800.

Fourth Grade—Foreman. Annual compensation of not less than \$1,800 nor more than \$2,500.

Fifth Grade—Chief of Battalion. Annual compensation of not less than \$2,750 nor more than \$3,500.

Sixth Grade—Deputy Chief. Annual compensation of not less than \$3,500 nor more than \$4,500.

Seventh Grade—Chief.

Uniformed Force of the Police Department.

First Grade—Patrolman. Annual compensation \$1,400 or less.

Second Grade—Roundsmen. Annual compensation of not less than \$1,400 nor more than \$1,500.

Third Grade—Sergeant or Detective Sergeant. Annual compensation of not less than \$1,500 nor more than \$2,000.

Fourth Grade—Captain. Annual compensation of not less than \$2,000 nor more than \$2,750.

Fifth Grade—Inspector. Annual compensation of not less than \$2,750 nor more than \$3,500.

Sixth Grade—Deputy Chief. Annual compensation of not less than \$3,500 nor more than \$5,000.

GROUP 3—FOR ALL ARCHITECTURAL, CIVIL OR MECHANICAL ENGINEERING POSITIONS, AS FOLLOWS:

First Grade—Axeman. Annual compensation of \$900 or less.

Second Grade—Chainman or Rodman. Annual compensation of more than \$900, but not more than \$1,200.

Third Grade—Leveler. Annual compensation of more than \$1,200, but not more than \$1,320.

Fourth Grade—Transitman or Computer; Draughtsman. Annual compensation of more than \$1,320, but not more than \$1,800.

Fifth Grade—Chief Draughtsman. Annual compensation of more than \$1,800, but not more than \$2,000. Assistant Engineer. Annual compensation of more than \$1,800, but not more than \$3,000.

Sixth Grade—Principal Assistant Engineer. Annual compensation of more than \$3,000.

GROUP 4. FOR ALL OTHER POSITIONS:

First Grade—Annual compensation of \$600 or less.

Second Grade—Annual compensation of more than \$600, but not more than \$900.

Third Grade—Annual compensation of more than \$900, but not more than \$1,200.

Fourth Grade--Annual compensation of more than \$1,200, but not more than \$1,500.

Fifth Grade--Annual compensation of \$1,500, but not more than \$2,100.

Sixth Grade--Annual compensation of more than \$2,100, but not more than \$3,000.

Seventh Grade--Annual compensation of more than \$3,000.

Rule 38.

Whenever a vacancy is to be filled in any position in the competitive class above the lowest grade, the Municipal Commission shall forthwith arrange to hold a promotion examination limited to those persons who have for more than six months served with fidelity in the next lower grade in the same office, department or institution, provided that if there are no persons who have served with fidelity for six months in the next lower grade, or provided all persons in the next lower grade fail in any promotion examination, then all persons in the next lower grade who have served with fidelity for six months in the same office, department or institution, shall have the right to compete in said promotion examination. On the request of the appointing officer the Municipal Commission may permit persons occupying two or more of the next lower grades to compete for the promotion, reasons for such course being set forth in detail.

Whenever after due trial it is found not practicable to fill a vacancy in any position through promotion in the manner herein prescribed, such vacancy shall be filled by original appointment through competitive examination in accordance with the provisions of subdivision 2 of Rule 29.

No promotion can be made from a position in one class to a position in another class unless the same be specially authorized by the Municipal Commission, but a person employed in any position shall not, because of such appointment, be barred from the open competitive examination provided for original entrance to any other position.

The test of actual service being the main factor for fitness in promotion, there shall be kept in every office continuous

Until such appointment has been made to all positions for which names have been certified, or until said certification has been canceled, no new certification shall be made to fill said vacant position or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing power of the names certified by the Secretary, and the Secretary shall be notified within twenty-four hours by the appointing power of the appointments or promotions so made. No certification shall be in force for a longer period than fifteen days, and at the end of said fifteen days such certification shall be canceled by the Secretary, and the department making the requisition shall be notified accordingly.

Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint or promote to office a number smaller than that of the vacancies, named by him, he shall not make selection therefrom from the whole number certified to him, but he shall appoint those graded highest upon the list certified.

All positions filled by appointment based on optional subjects shall be specifically noticed in the published list of appointments in the official register.

If the appointing officer shall certify that a person named in a certification has declined to accept a position offered, the Secretary may certify the name of the person standing next highest upon the eligible list of those already certified.

In all cases where the appointing officer certifies that the person named failed to respond to notice sent, the Secretary shall forthwith send notice to said person, setting forth the facts of the case, and if said eligible again fails to respond or fails to furnish satisfactory reasons therefor, the name of said eligible shall be stricken from the list.

If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Municipal Commission.

Rule 30.

Notice shall within twenty-four hours be given in writing by the appointing officer to the Secretary, of the person or

upon the appointing officer for further information upon any of the matters before them.

Rule 39.

Examiners of persons named for promotion shall personally question them concerning their office work and its purposes, in order to ascertain if they have a general and intelligent knowledge of the business in the department in which they are employed, and may require the persons examined to give a written description of the work done by them and its relation to the duties of others.

TRANSFER.

Rule 40.

A person who has received a permanent appointment to any position in the competitive class may be transferred without examination to a position in the same class, in any other office, provided that for original entrance to the position proposed to be filled by transfer there is not required by these rules, in the opinion of the Municipal Commission, an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position held by the person proposed to be transferred, or provided he shall have served the City with fidelity for at least three years in a similar position; but this restriction shall not apply in case the name of such person shall be upon the eligible list for the position to which he is proposed to be transferred.

No transfer shall be made from any position in the unclassified service to any position in the classified service, nor from any position in one class to any position in another class, nor from any position in any grade in the competitive class to any different grade in that class unless the same shall be specially authorized by the Municipal Commission, and such authorization shall be reported, with the reasons therefor, in the annual report to the State Civil Service Commission.

Upon the written request of an appointing officer stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

All transfers herein authorized shall be made only after the issuance of such certificate.

DISMISSAL.

Rule 41.

No person dismissed from the service for delinquency or misconduct shall be eligible to appointment in any capacity in any department of the Municipal service within two years.

Rule 42.

To secure compliance with the provisions of the Civil Service Law prohibiting removals because of political opinions or affiliations, no removal of any person in the classified service of the City of New York shall be valid unless and until a statement of the causes of such removal shall be filed with the Municipal Commission and a copy of the same furnished to the person sought to be removed and until such person has been afforded an opportunity to present an explanation in writing.

No person holding a position by appointment or employment in the City of New York, who is an honorably discharged soldier, sailor or marine, having served as such in the Union Army or Navy during the War of the Rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the Army or Navy of the United States during the Spanish-American War, or is an honorably discharged soldier, sailor or marine of the regular Army or Navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employ-

persons appointed, giving the application number, name, address, position, salary and date of appointment, and such other information as the Municipal Commission may require, and a record of the same shall be kept by said Secretary.

Rule 31.

Notice of all appointments made under these rules shall be forwarded by the Secretary of the Commission within five days to the *City Record* for publication.

Rule 32.

The Commission shall keep in its office an official roster of the classified service of the City of New York, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of these rules. The official roster shall show opposite, or in connection with each name, the date of appointment, employment, promotion or reinstatement, and the office in which and the compensation of the position, date of commencement of service, and the date of transfer in or separation from the service by dismissal, resignation, cancellation of appointment, or death.

Within five days from the date of any transfer, promotion, suspension, resignation, death or removal of any person holding a position in the service of the City, notice thereof shall be given in writing by the appointing officer to the Secretary, who shall keep a record of the same.

Appointing officers of any department, office, bureau or institution whose employees are paid direct from the treasury of the City, shall furnish the Municipal Commission with pay-rolls showing the names of the persons to be paid, residence, title of position held or kind of service performed by each person, the rate and amount of compensation to which he is entitled and the period for which he is paid, and shall certify that the persons named therein are employed solely in

Whenever in any department or institution an office or position is abolished, or whenever the number of positions of a certain character is reduced, the person or persons legally holding the office, or filling the position, shall be entitled to reappointment to or reinstatement in the said position or office if it is thereafter within one year re-established under the same or any other designation.

Rule 44.

No person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B. CLERICAL POSITIONS.

Rule 45.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects:

1. Handwriting.
 2. Writing from Dictation.
 3. English Spelling.
 4. Arithmetic.
 5. Making a condensed summary of a document or letter-writing or both.
- Optional :
6. Copying from manuscript and indexing.
 7. Arithmetic, applied, viz. : practical problems in proportion, percentage, interest, discount and average.
 8. Letter-writing on subjects connected with New York City affairs ; grammatical correctness and brevity of expression will be considered.

In the office of the Receiver of Taxes, Department of Finance, during the busy season, for the collection of taxes, for a period not exceeding four months, between September 1 and January 1.

In the office of the Superintendent of Elections, Police Department, during the season when extra clerks are required for purposes of registration, for a period not exceeding forty days.

In the office of the Collector of Assessments and Arrears, for a period not exceeding four months, between August 15 and December 15.

In the office of the Registrar of Water Rates, Department of Water Supply, for a period not exceeding three months, between May 1 and August 1.

But no temporary appointments shall be made to any of the above-mentioned clerkships unless within four months prior to such appointment a special competitive examination for temporary clerkships has been held.

Upon the termination of the employment of any person employed as the result of an examination pursuant to the provisions of this rule in any of the departments named, the name of said person shall be restored to the eligible list in the order of his original standing for future certification for temporary employment as clerk, but no other right is conferred by this rule upon such person.

Rule 34.

Whenever there are urgent reasons for filling a vacancy in any position in the competitive class, and there is no list of persons eligible for appointment after competitive examination, the appointing officer may nominate a person to the Municipal Commission for non-competitive examination, and if such nominee shall be certified by such Commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination, but such provisional appointment shall not continue for a longer period than one month, nor shall any provisional ap-

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and shall be recorded in the preceding form as there shown. A similar form shall be used in stating the result of examination for appointment to position under Schedule A, Part II, C, D, E and F.

At competitive examinations held for the position of Clerk, a separate eligible list will be made up having handwriting as its basis, and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

FIREMEN AND PATROLMEN.

Rule 48.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Municipal Civil Service Commission and Examining Board, and the same shall be filed in the office of the said Secretary. For all positions in said schedule, except for Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

CITY OF NEW YORK.....189..

To the Municipal Civil Service Commissioners of The City of New York:

The undersigned states that he is.....years of age, respectfully asks appointment as.....in the.....Department, City of New York, and refers you to the following testimonials:

Signed.....

Each of the undersigned respectfully represents to the Commissioners of.... City of New York, that he can and does hereby testify that he knows the above appli-

beyond the limit fixed for the grade in which such office or position is classified, shall be deemed a promotion.

Positions in the competitive class are graded according to the fixed limit of compensation, as follows :

GROUP 1. FOR ALL POSITIONS INCLUDED IN SCHEDULE B :

First Grade—Office boy (or girl). Annual compensation of \$300 or less.

Second Grade—Junior clerks. Annual compensation of \$600 or less.

Third Grade—Senior clerks. Annual compensation of more than \$600, but not more than \$1,000.

Fourth Grade—Senior clerks. Annual compensation of more than \$1,000, but not more than \$1,500.

Fifth Grade—Senior clerks. Annual compensation of more than \$1,500, but not more than \$2,000.

Sixth Grade—Senior clerks. Annual compensation of more than \$2,000, but not more than \$2,500.

Seventh Grade—Senior clerks. Annual compensation of more than \$2,500.

GROUP 2. FOR ALL POSITIONS INCLUDED IN SCHEDULE C :

Uniformed Force of the Fire Department.

First Grade—Fireman. Annual compensation of \$1,400 or less.

Second Grade—Engineer of Steamer. Annual compensation of \$1,600 or less.

Third Grade—Assistant Foreman. Annual compensation of not less than \$1,500 nor more than \$1,800.

Fourth Grade—Foreman. Annual compensation of not less than \$1,800 nor more than \$2,500.

Fifth Grade—Chief of Battalion. Annual compensation of not less than \$2,750 nor more than \$3,500.

Sixth Grade—Deputy Chief. Annual compensation of not less than \$3,500 nor more than \$4,500.

Seventh Grade—Chief.

*Have you ever been in the Army or Navy of the United States?..... If so, when?..... In what capacity
 Witness

.....
 Signature of Applicant.

Sworn to before me, this
 day of.... 189....

.....
 Signature of officer administering oath.

* If the applicant has been in the military or naval service of the United States he should furnish the name and address of one or more of his surviving officers if practicable. In any case he shall give satisfactory evidence of honorable discharge.

Rule 49.

Every applicant for position in Schedule C, except Door-man in the Police Department, shall present to the Examining Board a statement in reference to his physical qualifications, in which he shall answer in writing the following questions :

Applicant's Statement.

Name.....
 Date of birth.....
 Occupation
 Have you any disease now?
 What diseases have you had during the last seven years?

 Do you know of any hereditary disease in your family?.....
 If your parents, brothers or sisters, or any of them, are dead,
 of what disease did they die?
 Have you ever had fits?
 Have you ever had any fracture or dislocation?.....
 Have you ever received any injury in the head or spine?....
 Are you subject to piles?.....
 Have you ever been vaccinated?.....
 Have you ever had rheumatism?
, Applicant.

The medical and physical examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following schedule, and fill up and certify the same in accordance with the results of such examination.

Schedule.

Name.....Age.....Residence.....

HAS THE APPLICANT ever been examined by the Medical Officer of the Department, and if so, state the result?

* STATE THE EXACT Weight, A; Height, B; Circumference of Chest, C.

WEIGHT.	HEIGHT.		C†
	B. Feet.	Inches.	
A.			At forced Expiration.....inches.
			On full Inspiration.....inches.

A. IS THE RESPIRING MURMUR clear and distinct over both lungs?

B. Is the character of the Respiration Full, Easy, and Regular?

C. Are there any indications of Disease of the Organs of Respiration or their Appendages?

A. IS THE CHARACTER of the Heart's action Uniform, Free, and Steady?

B. Are its Sounds and Rhythm Regular and Normal?

C. Are there any indications of Disease of this Organ or of the Blood Vessels?

A. IS THE SIGHT good?

B. Is the Hearing good?

IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Difficulty of Breathing, or Palpitation?

and comparative records of the efficiency, punctuality, attention and general good conduct of all persons employed therein. Such records shall at all times be open to inspection to the Municipal Commission, and if the same have been regularly and properly kept they shall constitute one of the elements in such promotion examination, with such relative weight as shall be assigned to them by the Examining Board. If such records have not been regularly and properly kept, the Chief Examiner shall prescribe such tests as to him may seem best calculated to determine the relative merit and fitness of the persons entitled to enter the promotion examination.

The appointing officer shall notify the Municipal Commission of any vacancy in a position in his office to be filled by promotion, and thereupon, after consultation with the appointing officer, the Municipal Commission shall direct a competitive examination of those entitled to enter the same under the provisions of this rule, and shall publish the same by notice, giving date and place, posted conspicuously in the office where such vacancy exists, and sent by mail to those eligible for such examination.

No person shall be promoted from any position in Schedule G to any position classified as subject to competitive examination, unless such person shall have served the city creditably for a period of three years in the department in which he is employed, and then only when the promotion is in accordance with these rules, and is in the direct line of duty and according to grade, and the person named shall pass an examination of the same character as required for original appointment to said position.

It shall be the duty of the officer or officers constituting the appointing power in the department in which a vacancy exists to make and forward to the Municipal Commission their joint or several certificates as to the efficiency, character and conduct of every person in such inferior grade who desires to become an applicant for such promotion and a copy of the record of said person in the department to which he belongs. The examining body shall have the right to call

upon the appointing officer for further information upon any of the matters before them.

Rule 39.

Examiners of persons named for promotion shall personally question them concerning their office work and its purposes, in order to ascertain if they have a general and intelligent knowledge of the business in the department in which they are employed, and may require the persons examined to give a written description of the work done by them and its relation to the duties of others.

TRANSFER.

Rule 40.

A person who has received a permanent appointment to any position in the competitive class may be transferred without examination to a position in the same class, in any other office, provided that for original entrance to the position proposed to be filled by transfer there is not required by these rules, in the opinion of the Municipal Commission, an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position held by the person proposed to be transferred, or provided he shall have served the City with fidelity for at least three years in a similar position; but this restriction shall not apply in case the name of such person shall be upon the eligible list for the position to which he is proposed to be transferred.

No transfer shall be made from any position in the unclassified service to any position in the classified service, nor from any position in one class to any position in another class, nor from any position in any grade in the competitive class to any different grade in that class unless the same shall be specially authorized by the Municipal Commission, and such authorization shall be reported, with the reasons therefor, in the annual report to the State Civil Service Commission.

Upon the written request of an appointing officer stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

All transfers herein authorized shall be made only after the issuance of such certificate.

DISMISSAL.

Rule 41.

No person dismissed from the service for delinquency or misconduct shall be eligible to appointment in any capacity in any department of the Municipal service within two years.

Rule 42.

To secure compliance with the provisions of the Civil Service Law prohibiting removals because of political opinions or affiliations, no removal of any person in the classified service of the City of New York shall be valid unless and until a statement of the causes of such removal shall be filed with the Municipal Commission and a copy of the same furnished to the person sought to be removed and until such person has been afforded an opportunity to present an explanation in writing.

No person holding a position by appointment or employment in the City of New York, who is an honorably discharged soldier, sailor or marine, having served as such in the Union Army or Navy during the War of the Rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the Army or Navy of the United States during the Spanish-American War, or is an honorably discharged soldier, sailor or marine of the regular Army or Navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employ-

The relative weight given to the several obligatory subjects in making up the average standings will be as follows:

(a) Spelling.....	1
(b) Handwriting.....	1
(c) Writing from memory.....	1
(d) Arithmetic.....	1
(e) Rules and regulations relating to duties of position...	4
(f) City information (or knowledge of buildings, etc.).....	2
	—
Total weights.....	10
	==

Rule 52.

In making up the general average of the standing of applicants for positions in Schedule C, except Doorman in the Police Department, the relative value of the subject shall be as follows:

Physical qualifications.....	4
Experience.....	1
Obligatory subjects.....	5
	—
Total of values.....	10
	==

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 70 per cent., or whose ascertained average on all is below 70, shall be placed upon the eligible list.

Rule 53.

Under the head of "Rules and Regulations," the examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. They shall be given a reasonable time before the examination a copy of selected rules and regulations covering the more important branches of their future duty.

Whenever in any department or institution an office or position is abolished, or whenever the number of positions of a certain character is reduced, the person or persons legally holding the office, or filling the position, shall be entitled to reappointment to or reinstatement in the said position or office if it is thereafter within one year re-established under the same or any other designation.

Rule 44.

No person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B. CLERICAL POSITIONS.

Rule 45.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects:

1. Handwriting.
2. Writing from Dictation.
3. English Spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing or both.

Optional:

6. Copying from manuscript and indexing.
7. Arithmetic, applied, viz.: practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs; grammatical correctness and brevity of expression will be considered.

Rule 55.

During the period of probation provided for by these rules all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the department shall require in the School of Instruction, and no person shall receive an appointment to a position in either department unless at the end of the period of probation the Instructor of the School of Instruction shall report to the Commissioners that such applicant is competent to become a member of the force. In the case of persons applying to be members of the Life Saving Corps of the Fire Department, no person shall receive such appointment unless at the expiration of such period of probation the Instructor shall report to the Commissioner of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

SCHEDULE D.**Rule 56.**

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such person only when satisfied:

First—That he (or she) is within the limits of age prescribed for the situation named.

Second—That he (or she) is free from any physical defect or disease likely to interfere with the proper discharge of his or her duties.

Third—That his (or her) character is such as to qualify him (or her) for such employment; and

Fourth—That he (or she) possesses the requisite knowledge and ability to enter upon the discharge of the duties of such situation or employment.

The fourth article of the certificate shall be determined by the Examining Board from the results of the competitive examination of the different persons applying for the position to which the appointment is to be made. The examination shall have reference to the special qualifications, expert

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and shall be recorded in the preceding form as there shown. A similar form shall be used in stating the result of examination for appointment to position under Schedule A, Part II, C, D, E and F.

At competitive examinations held for the position of Clerk, a separate eligible list will be made up, having handwriting as its basis, and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

FIREMEN AND PATROLMEN.

Rule 48.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Municipal Civil Service Commission and Examining Board, and the same shall be filed in the office of the said Secretary. For all positions in said schedule, except for Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

CITY OF NEW YORK.....189..

To the Municipal Civil Service Commissioners of The City of New York:

The undersigned states that he is.....years of age, respectfully asks appointment as.....in the..... Department, City of New York, and refers you to the following testimonials:

Signed.....

Each of the undersigned respectfully represents to the Commissioners of.... City of New York, that he can and does hereby testify that he knows the above appli-

Those admitted to competition for the superior positions in Schedule D shall be examined in writing on the following subjects:

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.
2. Experience tending to qualify the applicant for that position.
3. Mathematics.
4. Writing a report upon an assumed state of facts.

The relative weight to be given to these several subjects shall be as follows:

1. Technical knowledge.....	50
2. Experience.....	15
3. Mathematics.....	20
4. Report, etc.....	15
Total of weights.....	<u>100</u>

SCHEDULE E.

Rule 58.

The general examination for admission to places classified in Schedule E shall be in writing and on the following subjects:

1. The technical knowledge required for the position to be filled.
2. Experience tending to qualify the applicant for that position.

The relative weight given to the subjects shall be as follows:

Technical knowledge.....	6
Experience.....	4
Total of weights.....	<u>10</u>

Applicants for positions in Schedule E must, before being admitted to examination, present satisfactory evidence that they are duly authorized by the laws of the State of New York to practice medicine and surgery.

SCHEDULE F.

Rule 59.

The positions coming under Schedule F being of a miscellaneous character and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

PRISON KEEPERS.

Rule 60.

Applicants for the position of Keeper of Prisons and Workhouses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner. The physician making such examination shall answer the following questions in writing and sign his name and address to them :

Has the applicant any organic disease of the following organs, and if so, state what it is ?

Lungs.

Heart.

Kidneys.

Is he free from hernia ?

Is he free from varicose veins ?

Is his sight good ?

Is his hearing good ?

Does he suffer from any nervous disease, as epilepsy or paralysis ?

Are there any circumstances connected with the applicant's health or strength besides what are stated above that can, in our opinion, tend to render the applicant unfit for prison service as a Keeper ?

If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him :

I,....., do hereby certify that I have examined....., the above applicant, and having

in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature)

Dated at this day of, 189...

SCHEDULE G.

Rule 61.

Schedule G shall include all laborers and other employees in the City service who shall not be subject to examination under the Civil Service rules, or be especially exempt from examination by said rules or by the statutes of this State.

There shall be appointed by the Municipal Commission, at such salary as they may fix, a Clerk of the Municipal Commissioners of The City of New York, to be known as the Labor Clerk.

It shall be the duty of each Department of the City Service to report, in writing, to the Secretary of the Civil Service Commissioners, within ten days after a written request from him for such report, the names, duties and salaries of all employees hereby classified in Schedule G, who shall, at the date of such request, be in the service of such department.

Rule 62.

All persons seeking any employment classified in Schedule G shall apply for registry for such employment to the Labor Clerk of the Municipal Commissioners, who shall thereupon forthwith deliver to the applicant, or mail to him at the address given by him, a copy of these rules and an application blank of such form as shall be prescribed by the Municipal Commissioners, calling for the name, age, residence and citizenship of the applicant, his previous occupation, and service, if any, in the Army or Navy of the United States in the Civil War, and the date of his discharge therefrom, and proof thereof, and also a certificate of character for the purpose of signature by two reputable residents of New York City, one

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or abdominal organs, or the skin, eyes, ears, limbs, etc.

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?

DOES THE APPLICANT display any evidence of having or having had syphilis?

HABITS, use of stimulants and tobacco.

* The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference of at least two inches at forced expiration and on full inspiration.

‡ Syphilitic taint in the applicant must always be regarded as good cause of rejection.

** Obesity must be regarded as a good cause for rejection.

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the case of Patrolmen in the Police Department the minimum height required is 5 feet 7½ inches, and the weight is 138 pounds.

(c) In the case of Firemen in the Fire Department, the stature shall not be below 5 feet 6½ inches, nor the chest measurement and weight below those marked as the minimum in the subjoined table:

Minimum circumference of the Chest tolerable in applicants.			Stature and Weight. — The stature shall not be below 5 ft. 7½ in., nor the weight below that marked as its minimum accompaniment in the subjoined table.**		
Height.	Circumference of Chest.		Height.	Min. Weight.	
Feet.	Inches.		Feet.	Inches.	Pounds.
5	7½	33	5	7½	138
5	8	34	5	8	140
5	9	34½	5	9	145
5	10	35	5	10	150
5	11	35½	5	11	155
6	—	36	6	—	160
6	1	36½	6	—	165
6	2	37	6	1	170
6	3	37½	6	2	175
6	4	38	6	3	180
			6	4	

tion in a labor register to be kept by the Labor Clerk. This register shall subdivide such applicants according to the kind of labor, unskilled or special, for which they are found to be qualified. It shall state the name, age, residence, citizenship and previous occupation of the applicant, the kind of labor, unskilled or special, for which he is qualified, the date of his application, the nature of his service, if any, in the Army or Navy of the United States in the Civil War and of his discharge therefrom, his references and such other information with reference to the applicant as the Municipal Commissioners may from time to time require.

Whenever any list of eligible persons, prepared under authority of this rule, shall contain the names of honorably discharged soldiers, sailors and marines, entitled to preference as aforesaid, any reference in this rule to the persons standing highest on such list shall be deemed to indicate those standing highest of those entitled to preference by the provision of this rule, and such persons shall be given preference on any list of registered applicants, as though such applications had been filed prior to those of any persons on such lists not entitled to the preference provided by this section.

No person shall be eligible for appointment for a longer period than one year from the date of his or her physical examination. To determine continued eligibility, physical examinations of those already registered may be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail, in the order of his or her registration number, to report upon a fixed day and hour for examination. The names of all those who do not report for said examination and the names of all who are found not qualified as the result of said examination shall be stricken from the eligible list. The name of each person qualified shall be retained upon the registration list in the order of his or her original registration.

In case of an emergency, the appointing officer may hire and employ temporarily such and so many persons as shall be rendered necessary by such emergency, forthwith reporting such action, with the full particulars thereof, to the Mayor.

labors and exposures, and perform the duties of a and that the above is a truthful record of the examination.

(Signed)

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Rule 50.

The physical examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission. Such examiner shall report in writing to the Board of Examiners the result of such examination.

Rule 51.

Applicants for positions shall then be submitted for further examination as to general qualifications.

General Qualifications.

1. General character: To include habits and reputation and to be ascertained in such a manner as the Examining Board may determine with the aid directed by Rule 48.

2. Experience: Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. Obligatory subjects:

- (a) Spelling.
- (b) Handwriting.
- (c) Writing down from memory the substance of matter orally communicated.
- (d) Arithmetic.
- (e) Rules and regulations relating to the duties of the position applied for.
- (f) In the case of applicants for positions as Policemen, questions relating to City government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the city naturally inquire. In the case of applicants for Firemen, these questions should be directed to the location of streets and buildings.

certify to such officer the names of persons on the rostered list found qualified for the kind of labor required, giving as to each name, address and registration number, kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Municipal Commission may direct. In making such certificates, the Labor Clerk shall certify:

First—Veterans of the Army or Navy of the United States and the Civil War, who are residents and citizens of this State.

Second—Persons not veterans.

If there be no sub-divisions covering the kind of labor required, or if the names in such sub-division be exhausted, the Labor Clerk shall certify from the sub-division covering unskilled labor, unless the officer making the requisition shall designate some other sub-division and there shall be names enough therein to comply with the requisition; in such case the certification shall be made from such sub-division.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within twenty-four hours from the date of appointment the names, registration numbers and residences of the persons so selected, provided, however, that whenever the officer shall employ a smaller number than called for in the requisition, he shall not make selection therefor from the whole number certified to him, but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies actually filled.

Rule 65.

The name of any person shall remain upon the registered list for appointment not longer than one year from the date on which it is entered on such list, except after re-examination, as provided in Regulation 63. In the case of every employee the department of the City service employing him shall forthwith report him to the Labor Clerk, together with the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Municipal Commissioners

Promotion of Firemen and Policemen.

Rule 54.

Promotions to all positions included in Schedule C shall be made from the next lower grade for ascertained merit, seniority in service and by competitive examination. The subjects of such examination shall be as follows:

1. Writing from dictation.
 2. Handwriting.
 3. Knowledge of the rules and regulations.
 4. Fines and penalties last three years.
 5. Arrests for last twelve months.
 6. Veracity.
 7. Habits as to use of liquor.
 8. Ability and energy.
 9. Coolness and judgment in emergencies.
 10. Deportment toward citizens.
 11. Character for maintaining discipline among, and getting good work from subordinates.
 12. Physical condition, including activity and endurance.
 13. Knowledge of laws and ordinances relating to his duties.
 14. General knowledge of localities.
 15. United States Infantry tactics and manual of the use of the club, as authorized by the Department.
 16. Fidelity and promptitude in the performance of duty.
- In examining firemen for promotion, numbers 5, 11 and 15 shall be omitted.

In examining officers in the uniformed force of the Fire Department for all grades above assistant foreman, numbers 5 and 15 shall be omitted.

The standing of applicants for promotion in reference to subjects 1, 2, 3, 12, 13 and 14 shall be determined by examination. Their standing in reference to subjects 4, 5, 6, 7, 8, 9, 10, 11, 15 and 16 shall be determined by the records of the department in which each man's conduct and actions shall be entered, and by such additional satisfactory information as the Municipal Commission or Examining Board may deem necessary and pertinent.

Rule 55.

During the period of probation provided for by these rules all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the department shall require in the School of Instruction, and no person shall receive an appointment to a position in either department unless at the end of the period of probation the Instructor of the School of Instruction shall report to the Commissioners that such applicant is competent to become a member of the force. In the case of persons applying to be members of the Life Saving Corps of the Fire Department, no person shall receive such appointment unless at the expiration of such period of probation the Instructor shall report to the Commissioner of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

SCHEDULE D.**Rule 56.**

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such person only when satisfied :

First—That he (or she) is within the limits of age prescribed for the situation named.

Second—That he (or she) is free from any physical defect or disease likely to interfere with the proper discharge of his or her duties.

Third—That his (or her) character is such as to qualify him (or her) for such employment ; and

Fourth—That he (or she) possesses the requisite knowledge and ability to enter upon the discharge of the duties of such situation or employment.

The fourth article of the certificate shall be determined by the Examining Board from the results of the competitive examination of the different persons applying for the position to which the appointment is to be made. The examination shall have reference to the special qualifications, expert or

otherwise, required for that particular position, and shall be practical in its character.

Rule 57—Part I.

The general examination for admission to the subordinate places in Schedule D (being Part I. of the classification hereto annexed) shall be in writing and on the following subjects :

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz. : addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position.

In addition to this, the health and physical vigor of the applicant shall be tested, as hereinafter required.

The relative weight to be given to these several subjects in making up the average standing shall be as follows :

1. Handwriting	1
2. Arithmetic	1
3. Technical knowledge	6
4. Experience	2
Total of weights	10

Rule 57—Part II.

No person shall be admitted as a competitor for appointment to any of the superior positions in Schedule D (being Part II. of the classification hereto annexed), who shall not present to the Examining Board satisfactory evidence that he has received a diploma or certificate from some reputable institution showing that he has pursued in such institution, with credit for two years, a course of study adopted to qualify him for the position which he seeks, or for which his appointment is desired.

He may, however, produce in lieu of such diploma or certificate, certificates from one or more professional men in good standing, to the effect that he has pursued with them or under their direction, and with credit to himself, a course of study similar to that before mentioned for the last three years.

Dock Builder,	*Painter (Grainer),
Driver,	*Painter (House),
Dump Boardman (Department of Street Cleaning),	*Painter (Letterer),
Elevatorman,	*Painter (Striper),
Flagger,	Paver,
Foreman's Assistant,	*Pipe Caulker,
Foreman of Laborers,	*Pipe Fitter,
Gardener,	*Plasterer,
Gas Maker,	*Plumber,
Gas Maker's Assistant,	Plumber's Apprentice,
Groundman,	Rammer,
Harness Maker,	Rigger,
*Horseshoer,	*Roofer,
Hose Repairer,	*Saw Filer,
Hose Repairer's Helper,	Scowman,
Hospital Helper (Male or Female),	Seamstress,
Hospital Helper (Mechanic)	Ship Caulker,
Hostler (Department of Street Cleaning),	Shoemaker,
*Housesmith,	Sounder,
Laborer,	Stableman,
Lighter of Markets,	Steward on Tug,
Lineman,	Stoker,
Laundress,	*Stone Cutter,
*Machinist,	Sweeper (Department of Street Cleaning),
Machinist's Apprentice,	Switchman,
Machinist's Helper,	Tailor,
Mason,	*Tapper,
*Mechanic (Department of Street Cleaning),	*Tapper's Assistant,
Mechanic's Helper (Department of Street Cleaning),	*Tinsmith,
Mower,	Toolman,
Oiler,	Truckman,
*Painter (Decorator),	Upholsterer,
	*Varnisher,
	Waiter (Male or Female),
	Wheelwright,
	Woodworker.

*Subject to trade examination.

Note—Reference to regulations concerning schedules:

Schedule A, pages 7, 8.

Schedule B, pages 33, 34.

Schedule C, pages 35-44.

Schedule D, pages 44, 45, 46.

Schedule E, page 46.

Schedule F, page 47.

Schedule G, pages 48-54.

Appendix I, page 55.

COMMISSIONER OF ACCOUNTS.

SCHEDULE A.

Part I.

1 Chief Clerk.	13 Examiners.
2 Confidential Stenographers.	3 Engineers.

SCHEDULE B.

Clerks.	Office Boy (or Girl).
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SCHEDULE D.

Part I.

Engineers.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

SCHEDULE G.

Laborers (Appendix I).

BOARD OF ALDERMEN.

SCHEDULE A.

Part I.

Clerk.	1 Sergeant-at-Arms.
Deputy Clerk.	5 Assistant Sergeants-at-Arms.
Journal Clerk.	

SCHEDULE B.

Clerks.	Engrossing Clerk.
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SCHEDULE F.

Librarian.	Stenographer and Typewriter.
Messenger.	Doorman.

ARMORY BOARD.

SCHEDULE A.

Part I.

1 Secretary.

SCHEDULE B.

Clerks. Office Boy (or Girl).

SCHEDULE D.

Part II.

Clerk of the Work (Inspector).

SCHEDULE F.

Stenographer and Typewriter. Messenger.
Janitor.

BOARD OF ASSESSORS.

SCHEDULE A.

Part I.

1 Secretary.

SCHEDULE B.

Chief Clerk. Map Clerk.
Clerks. Record Clerk.
Accountant.

SCHEDULE D.

Part I.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

AQUEDUCT COMMISSION.

SCHEDULE A.

Part I.

1 Secretary. 1 Confidential Stenographer
1 Auditor. 4 Division Engineers.
1 Chief Engineer.

SCHEDULE B.

Chief Clerk. Assistant Secretary.
Clerks. Office Boy (or Girl).

SCHEDULE D.

Part I.

endent of Dam Con-	Engineer Corps.
on.	Axeman.
phical D r a u g h t s-	Chainman.
	Rodman.
sman.	Leveler.
r.	Transitman.
an.	

Part II.

t Engineer.

SCHEDULE F.

l.	Janitor.
i's Assistant.	Stenographer and Typewriter.

SCHEDULE G.

(Appendix I).

DEPARTMENT OF BRIDGES.

SCHEDULE A.

Part I.

y Commissioner of	1 Private Secretary to Com-
orough.	missioner.
Engineers.	1 Cashier in main office.
ting Engineer.	1 Cashier in the office of the
Engineer and Super-	New York and Brooklyn
ent of the New	Bridge.
nd Brooklyn Bridge.	

SCHEDULE B.

erk.	Time and Auditing Clerk.
	Bookkeeper.

SCHEDULE D.

Part I.

: Corps.	Second Grade—Chief Engine-
	man.
.	Draughtsman.
	Inspector of Bridges.

Transitman.	Inspector of Iron.
Electrical Traction Engineer.	Inspector of Masonry.
First Grade—Engine man (stationary).	Inspector of Grading.

Part II.

Assistant Engineer.	Resident Engineer.
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SCHEDULE F.

Stenographer and Typewriter.	Trainmaster.
Ticketman.	Train Dispatcher.
Assistant Ticketman.	Master Mechanic.
Conductor.	Superintendent of Supplies.
Storekeeper.	Foreman.
Messenger.	Assistant Foreman.
Watchman.	Bridge Keeper.
Collector.	Superintendent of Bridges.
Gateman.	Superintendent of Electric
Platform Man.	Light.

SCHEDULE G.

Laborers (Appendix I).

BROOKLYN PUBLIC LIBRARY.

SCHEDULE A.

Part I.

1 Librarian.	1 Assistant Librarian.
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SCHEDULE B.

Chief Clerk.	Bookkeeper.
Clerk.	

SCHEDULE F.

Librarian in charge of branch library.	Stenographer and writer.	Type-
Assistant Librarian in charge of branch library.	Janitor-Engineer.	
Junior Asst. Librarian in charge of branch library.	Janitor.	

and to this Commission, but no person shall be so hired or employed for a longer period than three days, except that any person registered or eligible to appointment as a Driver, or as Sweeper in the Department of Street Cleaning, may be temporarily employed at any time as an extra Driver or Sweeper to fill the place of a Driver or Sweeper who is suspended or temporarily absent from duty from any cause.

Where the labor service of any department or institution extends to separate localities, the Municipal Commission may provide separate registration lists for each district or locality. There shall be separate lists of applicants for different kinds of labor or employment, and the Municipal Commission may establish separate labor lists for various institutions and departments. But the number and character of such separate lists for institutions and departments shall be stated for the information of applicants in the printed application blank, and any person seeking employment in his trade who is duly qualified under these rules shall be registered as eligible for appointment on any or all of such lists for such trade as he may designate. Preference in employment from such lists shall be given according to date of application.

A separate register shall be kept for the positions of Sweeper, Driver and Dump-boardman in the Department of Street Cleaning, and candidates who have passed the physical examination required shall be registered in the order of their applications under the head of the position for which they apply.

The examinations for registry shall be held under the direction of the Municipal Commissioners as often as the City service may require.

Rule 64.

When the services of laborers or other employees included in Schedule G are required in any department of the City service, the officer of such department thereto duly authorized shall make a written requisition upon the Labor Clerk, stating the number of persons required and the time and place of employment. Upon receiving such requisition the Labor Clerk, under the direction of the Municipal Commission,

shall certify to such officer the names of persons on the registered list found qualified for the kind of labor required, stating as to each name, address and registration number, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Municipal Commission may direct. In making such certificates, the Labor Clerk shall certify :

First—Veterans of the Army or Navy of the United States in the Civil War, who are residents and citizens of this State.

Second—Persons not veterans.

If there be no sub-divisions covering the kind of labor required, or if the names in such sub-division be exhausted, the Labor Clerk shall certify from the sub-division covering unskilled labor, unless the officer making the requisition shall designate some other sub-division and there shall be names enough therein to comply with the requisition ; in such case the certification shall be made from such sub-division.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within twenty-four hours from the date of appointment the names, registration numbers and residences of the persons so selected, provided, however, that whenever the officer shall employ a smaller number than called for in the requisition, he shall not make selection therefor from the whole number certified to him, but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies actually filled.

Rule 65.

The name of any person shall remain upon the registered list for appointment not longer than one year from the date on which it is entered on such list, except after re-examination, as provided in Regulation 63. In the case of every employee the department of the City service employing him shall forthwith report him to the Labor Clerk, together with the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Municipal Commissioners

Part II.

Nurse (as provided in Rule 6, Part 4).

SCHEDULE B.

Clerks.	Property Clerk.
Contract Clerk.	Executive Clerk.
General Bookkeeper and Auditor.	Office Boy (or Girl).

SCHEDULE D.

Part I.

Apothecary.	Mechanical Engineer.
Assistant Apothecary.	Supervising Engineer.
Chemist.	Photographer of the Unknown
Engineman (Stationary or Marine).	Dead.

SCHEDULE E.

Visiting Oculist.	Medical Superintendent of
Physician.	Hospital.
Surgeon.	Superintendent of Nurses'
Assistant Physician.	Training Schools.
Examining Physician of Bellevue Dispensary.	Deputy Superintendent of
Examiner in Lunacy.	Nurses' Training Schools.

SCHEDULE F.

Superintendent of Hospital,	Permanent Visitor.
Almshouse or Asylum and School.	Matron.
Deputy Superintendent of Hospital, Almshouse or Asylum and School.	Supervising Nurse.
Purchasing Agent.	Assistant Supervising Nurse.
Deputy Superintendent of Out Door Poor Department.	Head Nurse.
General Storekeeper.	Nurse.
Morgue Superintendent or Keeper.	Superintendent of Stables.
	Manager, Lodging House of Homeless Men, and Assistant.
	Captain (Steamboat).
	Chef.
	Coxswain.

Superintendent Drug De-	Foreman.
partment.	Foreman's Assistant.
Superintendent of Dispen-	Janitor.
sary in Bellevue Hospital.	

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF CORRECTION.

SCHEDULE A.

Part I.

2 Deputy Commissioners.	7 Wardens (Prisons or Work-
1 Secretary to Department.	houses).
1 Private Secretary.	35 employees whose compen-
1 Private Secretary to the	sation does not exceed \$150
Deputy Commissioner of	per annum.
the boroughs of Brooklyn	5 employees (domestics) whose
and Queens.	compensation does not ex-
5 Chaplains.	ceed \$20 per month.

SCHEDULE B.

Clerks.	General Bookkeeper and Aud-
Office Boy (or Girl).	itor.

SCHEDULE D.

Part I.

Engineer Corps.	Building Inspector.
Engineman (Stationary or	Apothecary.
Marine).	Supervising Engineer.
Inspector of Meats.	Chief of Bertillon System.

Part II.

Assistant Engincer.

SCHEDULE E.

Physician

APPENDIX I.

Classification of the Civil Service of The City of New York.

Schedule A, Part I, comprises all positions which are not subject to examination.

Schedule A, Part II, comprises all positions which are subject to non-competitive examination.

Schedule B comprises all positions of a clerical nature.

Schedule C comprises the uniformed forces of the Police and Fire Departments, except the position of Matron in the Police Department.

Schedule D comprises all positions requiring special expert knowledge, and which are not included in Schedule E.

Schedule E comprises all positions calling for medical service.

Schedule F comprises all positions of a miscellaneous character.

Schedule G comprises the labor service as follows:

(Letters of recommendation from former employers must be furnished by applicants for all positions other than common laborer.)

Assistant to Section Fore-	*Bricklayer,
man (Department of Street	Bridge Tender,
Cleaning),	Butcher,
Assistant to Stable Foreman	Cabin Boy,
(Department of Street	Cabinetmaker,
Cleaning),	*Carpenter (House),
Baker,	Carpenter (Ship),
Barber,	*Cement Worker,
Basket Maker,	Cleaner (Male or Female),
Batteryman,	Cook (Male),
Batteryman's Assistant,	Cooper,
*Blacksmith,	Coppersmith,
Blacksmith's Helper,	Coxswain,
Boat Builder,	Cutter,
Boatman,	Deckhand,
*Boilermaker,	Diver's Tender,

* Subject to trade examination.

SCHEDULE G.
Laborers (Appendix I).

CITY COURT.

SCHEDULE A.

Part I.

1 Clerk.	1 Clerk to each Justice.
1 Deputy Clerk.	

SCHEDULE B.

Court Clerks.

SCHEDULE F.

Stenographer.	Interpreter.
Attendant.	Custodian.

CITY MAGISTRATES' COURT.

SCHEDULE A.

Part I.

1 Clerk of each Court.

SCHEDULE B.

Assistant Clerk.

SCHEDULE F.

Stenographer.	Attendant.
Interpreter.	

COURT OF GENERAL SESSIONS.

SCHEDULE A.

1 Clerk.	1 Attendant to each Judge.
1 Deputy Clerk.	

SCHEDULE B.

Record Clerk.	Assistant Clerk.
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SCHEDULE F.

Stenographer.	Attendant.
Chief Court Attendant.	Warden of Grand Jury.
Interpreter.	

THE MUNICIPAL COURT.

SCHEDULE A.

1 Clerk for each District.	1 Deputy Clerk for each district in the Boroughs of Manhattan, Brooklyn and The Bronx.
1 Clerk for each Justice.	

SCHEDULE F.

Stenographer. Interpreter.	Attendant.
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COURT OF SPECIAL SESSIONS.

SCHEDULE A.

Part I.

1 Clerk.	1 Deputy Clerk.
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SCHEDULE B.

Assistant Clerk.	Subpoena Clerk.
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SCHEDULE F.

Court Stenographer Interpreter. Stenographer and Type - writer.	Messenger. Attendant.
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MUNICIPAL CIVIL SERVICE COMMISSION.

SCHEDULE A.

1 Secretary.	10 Expert Examiners.
1 Assistant Secretary.	

SCHEDULE B.

Chief Clerk. Clerks.	Labor Clerk. Office Boy (or Girl).
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SCHEDULE F.

Telephone Operator.	First Grade—Examiner.
Stenographer and Type - writer.	Second Grade—Chief Examiner.

CORONERS.

SCHEDULE A.

Part I.

1 Chief Clerk in each Bor-	1 Replevin Clerk in
ough Office.	Borough Office.

SCHEDULE B.

Clerks.	Assistant Clerk.
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SCHEDULE E.

Physician.

SCHEDULE F.

Stenographer.

THE COUNCIL.

SCHEDULE A.

Part I.

1 Confidential Stenographer	1 Chief Clerk.
to the President.	1 Journal Clerk.
1 Private Secretary to the	1 Sergeant-at-Arms.
President.	3 Assistant Sergeants-at-

SCHEDULE B

Clerks.	Ordinance Clerk.
Engrossing Clerk.	

SCHEDULE F.

Stenographer.	Page.
Doorman.	Messenger.
Custodian of Records.	Librarian.
Attendant.	

COLLEGE OF THE CITY OF NEW YORK.

SCHEDULE A.

Part I.

1 Secretary	1 Private Secretary to
	dent.

SCHEDULE B.

Clerks. Assistant to Secretary.
Registrar.

SCHEDULE F.

Auditor. Engineer.
Stenographer and Typewriter. Deputy Librarian.
Janitor-Engineer.

SCHEDULE G.

Laborers (Appendix I).

NORMAL COLLEGE.

SCHEDULE A.

Part I.

1 Secretary. 1 Private Secretary to the President.

SCHEDULE B.

Clerks.

SCHEDULE D.

Part I.

Superintendent of Repairs.

SCHEDULE F.

Stenographer and Typewriter. Auditor.
Janitor-Engineer.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENTS OF DOCKS AND FERRIES.

SCHEDULE A.

Part I.

1 Secretary. 1 Treasurer's Clerk.

SCHEDULE B.

Chief Clerk. Copyist.
Clerks. Property Clerk.
Assistant Secretary. Office Boy (or Girl).
Timekeeper.

Transitman.	Inspector of Iron.
Electrical Traction Engineer.	Inspector of Masonry.
First Grade—Engine man (stationary).	Inspector of Grading.

Part II.

Assistant Engineer.	Resident Engineer.
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SCHEDULE F.

Stenographer and Typewriter.	Trainmaster.
Ticketman.	Train Dispatcher.
Assistant Ticketman.	Master Mechanic.
Conductor.	Superintendent of Supplies.
Storekeeper.	Foreman.
Messenger.	Assistant Foreman.
Watchman.	Bridge Keeper.
Collector.	Superintendent of Bridges.
Gateman.	Superintendent of Electric
Platform Man.	Light.

SCHEDULE G.

Laborers (Appendix 1).

BROOKLYN PUBLIC LIBRARY.

SCHEDULE A.

Part I.

1 Librarian.	1 Assistant Librarian.
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SCHEDULE B.

Chief Clerk.	Bookkeeper.
Clerk.	

SCHEDULE F.

Librarian in charge of branch library.	Stenographer and writer.	Type -
Assistant Librarian in charge of branch library.	Janitor-Engineer.	
Junior Aset. Librarian in charge of branch library.	Janitor.	

SCHEDULE B.

Clerk and Stenographer. Clerks.

SCHEDULE D.

Part I.

Engineer Corps.	Rodman.
Axeman.	Leveler.
Chainman.	Transitman.
Draughtsman.	

Part II.

Assistant Engineer.	Principal Assistant Engineer.
Resident Engineer.	

SCHEDULE F.

Stenographer and Typewriter.	Watchman.
Messenger.	

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF EDUCATION.

SCHEDULE A.

Part I.

1 Secretary to the Board of Education.	1 Executive Officer.
1 Secretary for each Borough School Board.	1 Senior Instructor.
1 Private Secretary to the City Superintendent of Schools.	1 Junior Instructor.
1 Private Secretary to the Borough Superintendent of Schools in each Borough.	1 Surgeon.
1 Superintendent of School Buildings.	2 Boatswains.
1 Superintendent of School Supplies.	1 Steward.
8 Positions in the Nautical School as follows:	1 Ship's Cook.
1 Superintendent.	1 Carpenter.
	1 Fireman.
	1 Sailmaker.
	1 Quartermaster.
	1 Captain of Hold.
	3 Cabin Stewards.
	1 Cabin Boy.
	1 Wardroom Steward.
	1 Wardroom Boy.
	8 Seamen.

SCHEDULE B.

Clerks.	Assistant Supply Clerk.
Office Boy (or Girl).	Bookkeeper.
Chief Supply Clerk.	Library Clerk.

SCHEDULE D.**Part I.**

Engineer's Assistant.	Deputy Superintendent
Chief Inspector of Buildings	School Buildings.
and Repairs.	Sanitary Inspector.
Patrol Building Inspector.	Fuel Inspector.
Building Inspector.	Draughtsman.
Inspector of Heating and	Assistant Draughtsman.
Ventilation.	

SCHEDULE E.**Surgeon.****SCHEDULE F.**

Deputy Superintendent of	Attendance Officer.
School Supplies.	Weighmaster.
Examiner of Claims.	Janitor-Engineer.
Supervisor of Truancy.	Janitor.
Examiner.	Messenger.
Auditor.	Keeper.
Stenographer and Typewriter.	Orderly.
Telephone Operator.	Librarian and Statistician.

SCHEDULE G.**Laborers (Appendix I).****BOARD OF ESTIMATE AND APPORTIONMENT.****SCHEDULE A.****Part I.**

Chief Clerk.	Confidential Stenographer.
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SCHEDULE B.**Clerks.**

EXAMINING BOARD OF PLUMBERS.**SCHEDULE B.****Clerks.****SCHEDULE F.****Stenographer and Typewriter.****FINANCE DEPARTMENT.****SCHEDULE A.****Part I.**

D eputy Comptrollers.	2 Assistant Superintendents of
A ssistant Deputy Comptroller.	Markets.
A uditors.	10 Bank Messengers.
S pecial Inspectors.	1 Messenger in the Paymaster's
C oupon Filers.	Office and Auditing Bureau.
E xpert Accountants, appointed under chapter 669 of the Laws of 1897.	1 Collector of Assessments and Arrears.
10 Assistants to Expert Accountants, appointed under chapter 669 of the Laws of 1897.	1 Deputy Collector of Assessments and Arrears in each Borough.
1 Private Secretary.	1 Receiver of Taxes.
1 City Paymaster.	2 Deputy Receivers of Taxes in each Borough.
1 Deputy City Paymaster in each Borough.	14 Cashiers.
C hief Clerk.	7 Examiners of Accounts of Institutions.
S tock and Bond Clerks.	1 Deputy Chamberlain.
S ecurity Deposit Clerk.	4 Warrant Clerks in the Office of the Chamberlain.
C ontract Clerks.	2 Bank Messengers in the Office of the Chamberlain.
C ollector of City Revenues and Superintendent of Markets.	1 Confidential Stenographer to the Chamberlain.

SCHEDULE B.

Deputy Auditor.	Assistant Accountant.
Disbursing Clerk.	Clerk of Market.
Paymaster's Clerk.	Assistant Contract Clerk.
Assistant Cashier.	Clerks.
Notification Clerk.	Correspondence Clerk.
Assistant Notification Clerk.	Keeper of Records.
Custodian Mortgages, Titles,	Assistant Keeper of Reco
Bonds, etc.	Chief Clerk to the Collect
Register of Claims.	City Revenues, and Sup
Chief Bookkeeper.	tendent of Markets.
Bookkeeper.	Law Clerk.
Chief Clerk in each Borough.	Office Boy (or Girl.)
Warrant Clerk.	

SCHEDULE D.

Part I.

Engineer Corps.	Inspector.
Engineer.	Inspector of Coal.
Engineer on Pavements and	Inspector of Provisions.
Pavement Work.	

Part II.

Assistant Engineer.

SCHEDULE F.

Assistant Deputy Collector	Examiner of Coupon
of Assessments and Arrears.	Claims.
Assistant Deputy Receiver	Examiner.
of Taxes.	Stenographer and Ty
Deputy Collector of City	Doorkeeper.
Revenues.	Messenger.
Examiner of Trust Account.	Watchman.
Examiner of Interest.	Special Messenger to
Examiner of Assessment.	of Taxes.
Examiner of Pay-roll.	

SCHEDULE G.

Laborers (Appendix I).

FIRE DEPARTMENT.**SCHEDULE A.****Part I.**

1 Deputy Commissioner.	2 Fire Marshals.
1 Secretary.	1 Cashier for the boroughs of Manhattan, The Bronx and Richmond.
1 Private Secretary to the Commissioner.	1 Cashier in the boroughs of Brooklyn and Queens.
1 Private Secretary to the Deputy Commissioner for the boroughs of Brooklyn and Queens.	1 Inspector of Combustibles.

SCHEDULE B.

Assistant Secretary.	General Bookkeeper and Audi- tor.
Secretary of the Relief Fund.	Clerks.
Executive Clerk of Repairs to the Building Superin- tendent and Tenement	Badge Insignia and Property Record Clerk.
House Permits.	Auditor.
Examiners of Accounts.	Office Boy (or Girl).
Bookkeeper.	

SCHEDULE C.

First Grade — Uniformed Firemen.	Fifth Grade — Chief of Bat- talion.
Second Grade—Engineer of Steamer.	Sixth Grade—Deputy Chief.
Third Grade — Assistant Foreman.	Seventh Grade—Chief.
Fourth Grade—Foreman.	Chief Instructor.
	Chief of Construction and Re- pairs to Apparatus.

SCHEDULE D.**Part I.**

Oil Surveyor.	Third Grade — Superintendent of Telegraph.
Mechanical Engineer.	Assistant Inspector of Com- bustibles.
Engineman (Stationary or Marine).	Inspectors.
Draughtsman.	First Grade—Inspector of Fire Alarm Boxes.
First Grade — Operator and Assistant.	Second Grade—Chief Inspect- or.
Second Grade — Chief Oper- ator.	

Part II.

Building Superintendent. Surveyor.
 Assistant Building Superin-
 tendent.

SCHEDULE E.

Medical Officer.

SCHEDULE F.

Assistant Fire Marshal.	Stenographer and Typew
Confidential Examiner.	Storekeeper.
Purchasing Agent.	Instrument Maker.
Assistart Storekeeper.	Janitor.
Foreman's Assistant.	Messenger.
Foreman.	Weighmaster.
Receiver of Suplies.	Watchman.
Superintendent of Stables.	Stableman.
Deputy Superintendent of Stables.	Oil Collector.

SCHEDULE G.

Laborers (Appendix I).

HEALTH DEPARTMENT.

SCHEDULE A.

Part I.

1 Secretary.	6 Engineers.
1 Private Secretary.	1 Elevator Man.
1 Sanitary Superintendent.	1 Errand Boy.
1 Assistant Sanitary Super- intendent in each Borough.	1 Fireman.
1 Confidential Stenographer to the President.	2 Gardeners.
235 Minor positions in the hospitals for contagious diseases, as follows:	60 Helpers.
	9 Laundresses.
2 Boatmen.	6 Laborers.
2 Captains.	40 Nurses.
8 Cooks.	2 Watchmen.
3 Carpenters.	25 Orderlies.
	2 Storeroom Girls.
	6 Sweepers.
	2 Seamstresses.

4 Chambermaids.
2 Deck Hands.
7 Drivers.

5 Ward Maids.
21 Ward Helpers.
8 Waitresses.

SCHEDULE B.

Chief Clerk.
Assistant Chief Clerk.
Law Clerk.
Complaint Clerk.

Bookkeeper.
Clerks.
Office Boy (or Girl).

SCHEDULE D.

Part I.

First Grade—Assistant Chem- ist.	Inspector of Food. Inspector of Fruit.
Second Grade—Chemist.	Inspector of Ice.
Sanitary Inspector (Lay).	Inspector of Meats.
Sanitary Police.	Inspector of Milk.
Inspector of Dumps.	Inspector of Offensive Trades.
Inspector of Fish.	Engineman (Stationary or Marine).
Chief Inspector of Foods and Offensive Trades.	

Part II.

Assistant Director of Bacte- riological Laboratory.	Assistant Bacteriologist. Burial Permit Clerk.
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SCHEDULE E.

Registrar of Records.	Chief Medical School In- spector.
Assistant Registrar of Re- cords.	Medical School Inspector.
Resident Physician.	Chief Marine Inspector.
Assistant Resident Physi- cian.	Pathologist and Director of Bacteriological Laboratory.
Ambulance Surgeon.	Assistant Pathologist.
Matron.	Chief Sanitary Inspector.
Diagnostician.	Sanitary Inspector (Medical).
Chief Inspector of Conta- gious Diseases.	Medical Inspector. Vaccinator.
Assistant Chief Inspector of Contagious Diseases.	Veterinarian.

SCHEDULE F.

Stenographer and writer.	Type- Messengers. Foreman.
Telephone Operator.	Assistant Disinfector.
Captain.	Assistant Foreman.
Disinfector.	Inspector of Mercantile Estab- lishments.
Bacteriological Laboratory Attendant.	Life Savers.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF HIGHWAYS.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each borough.	1 Consulting Engineer. 1 Chief Engineer.
1 Private Secretary to Com- missioner.	7 Superintendents. 1 Cashier.

SCHEDULE B.

Chief Clerk.	Timekeeper.
Clerks.	Office Boy (or Girl).
Bookkeeper.	

SCHEDULE D.

Part I.

Engineering Corps.	Inspector of Electrical Con- ductors.
Axeman.	Inspector of Regulating, Grad- ing and Paving.
Chainman.	Superintendent of Incum- brances.
Rodman.	Inspector of Vaults and Areas.
Leveler.	Engineman (Stationary).
Transitman.	Inspector of Bridges.
Superintendent of Street Opening and Paving.	
Inspector of Street Openings.	

Part II.

Engineering Corps.	Topographical Engineer.
Assistant Engineer.	

SCHEDULE F.

Inspector of Incumbrances.	Foreman (Mechanic).
Stenographer and Typewriter.	Assistant Foreman (Mechanic).
Messenger.	Rockman.
Measurer.	
Watchman.	

SCHEDULE G.

Laborers (Appendix I).

COMMISSIONER OF JURORS.

SCHEDULE B.

Chief Clerk.	Clerks.
Enrollment Clerk.	Office Boy (or Girl).
Exempt Clerk.	

SCHEDULE F.

Deputy Commissioner.	Canvasser.
Assistant Deputy Commissioner.	Process Server.
Stenographer and Typewriter.	

LAW DEPARTMENT.

SCHEDULE A.

Part I.

75 Assistants to Corporation Counsel.	1 Private Secretary to Corporation Counsel.
1 Chief Clerk.	Confidential Attendant.

SCHEDULE B.

Assistant Chief Clerk.	First Grade--Junior Law Clerk.
Deputy Chief Clerk.	
Register Clerk.	Second Grade--Senior Law Clerk.
Process Clerk.	
Clerks.	Office Boy (or Girl).
Copyist.	

SCHEDULE F.

Examiner.	Messenger.
Librarian.	Process Server.
Stenographer and Type-	Junior Assistant Corpora
writer.	Counsel.

MAYOR'S OFFICE.

SCHEDULE A.

Part I.

1 Secretary.	1 Deputy Chief of the Bu
2 Confidential Clerks.	of Licenses in each borou
1 Chief Clerk.	1 Cashier in each borough
1 Confidential Stenographer.	1 Warrant and Bond Cler
1 Chief of the Bureau of	1 Confidential Messenger.
Licenses.	

SCHEDULE B.

Clerks.	Office Boy (or Girl).
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SCHEDULE F.

Stenographer and Typewriter.	Sealer of Weights and M
Messenger.	ures.
Inspector of Weights and	Inspector.
Measures.	Licensed Vehicle Inspecto

BUREAU OF MUNICIPAL STATISTICS.

SCHEDULE A.

1 Chief of Bureau.

SCHEDULE B.

Clerks.

SCHEDULE D.

Part I.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter.	Statistician.
Compiler.	

DEPARTMENT OF PUBLIC BUILDINGS, LIGHTING AND SUPPLIES.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each Borough.	1 Consulting Engineer of Lighting and Electricity.
1 Secretary.	1 Consulting Engineer of Public Buildings.
1 Private Secretary to Commissioner.	1 Consulting Architect.

SCHEDULE B.

Chief Clerk.	Receiving Clerk.
Bookkeeper.	Contract Clerk.
Clerks.	

SCHEDULE D.

Part I.

Superintendent of Lamps and Lighting.	Second Grade—Inspector of Street Openings. Draughtsman.
Inspector of Lamps and Gas.	First Grade—Inspector of Public Buildings.
Inspector of Lighting, Cleaning and Repairs of Markets.	Second Grade—Chief Inspector of Public Buildings.
First Grade—Assistant Inspector of Gas Meters.	First Grade—Inspector of Electrical Conductors (interior and exterior).
Second Grade—Inspector of Gas Meters.	Second Grade—Chief Inspector of Electrical Conductors (interior and exterior).
Third Grade—Assistant Superintendent of Gas Meters.	Third Grade—Superintendent of Electrical Bureau.
Fourth Grade—Superintendent of Meter Tests.	First Grade—Engineman (Stationary).
First Grade—Assistant Inspector of Street Openings.	Second Grade—Chief Engineman (Stationary).

Part II.

Assistant Engineer.	Second Grade—Chief Inspector of Gas Tests.
Electrical Engineer.	
First Grade—Inspector of Gas Tests.	

SCHEDULE F.

Superintendent of Repairs and Supplies.	Messenger.
Stenographer and Typewriter.	Matron.
Bath Attendant (Male or Female).	Watchman.
Foreman of Public Baths.	Janitor.
Assistant Foreman of Public Baths.	Foreman, Repairs of Buildings.
	Telephone Operator.

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF PUBLIC IMPROVEMENTS.

SCHEDULE A.

Part I.

1 Secretary.	1 Consulting Engineer.
1 Chief Engineer.	1 Private Secretary.

SCHEDULE B.

Clerks.	Clerk in Charge of Street Opening Matters.
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SCHEDULE D.

Part I.

Draughtsman.	Searcher.
--------------	-----------

Part II.

Assistant Engineer.	Surveyor.
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SCHEDULE F.

Stenographer and Typewriter.	Messenger.
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SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF PARKS.

SCHEDULE A.

Part I.

- | | |
|--|---|
| 1 Secretary to the Park Board. | 1 Chief Engineer for the Borough of The Bronx. |
| 1 Private Secretary to each Commissioner. | 1 Chief Engineer for the Boroughs of Brooklyn and Queens. |
| 1 Landscape Architect. | 3 Superintendents of Parks. |
| 1 Chief Engineer for the Boroughs of Manhattan and Richmond. | 1 Superintendent of Parks, Boroughs of Brooklyn and Queens. |

SCHEDULE B.

- | | |
|----------------------|-----------------------|
| Assistant Secretary. | Time Keeper. |
| Chief Clerk. | Office Boy (or girl). |
| Clerks. | |

SCHEDULE D.

Part I.

- | | |
|-----------------------|--|
| Engineer Corps. | First Grade—Inspector of Shops; Inspector Pier Building. |
| Axeman. | |
| Chainman. | Second Grade—Assistant General Inspector. |
| Rodman. | Third Grade—General Inspector. |
| Leveler. | Engineman (Stationary or Marine). |
| Transitman. | |
| Computer. | |
| Draughtsman. | |
| Mechanical Assistant. | |
| Mechanical Engineer. | |

Part II.

- | | |
|-------------------------------------|---------------------------|
| Assistant Engineer. | Meteorologist. |
| Assistant Engineer and Draughtsman. | Engineer of Construction. |
| Entomologist. | Topographical Engineer. |
| | Architect. |

SCHEDULE F.

Paymaster.	Purchasing Agent.
Superintendent of Supplies and Repairs.	Cottage Attendant (Female). Foreman.
Director of Menagerie.	Foreman's Assistant.
Keeper of Menagerie.	Janitor.
Doorman.	Aquariist.
Stenographer and Typewriter.	

SCHEDULE G.

Laborers (Appendix I).

POLICE DEPARTMENT.

SCHEDULE A.

Part I.

1 Chief of Police.	1 Treasurer's Clerk.
1 Deputy Treasurer.	1 Complaint Clerk.
1 Property Clerk.	1 Auditor.
1 Private Secretary to each Commissioner.	1 Superintendent of Elections. 1 Chief of Branch Bureau of Elections in each borough except Manhattan.
1 Confidential Stenographer to President.	

SCHEDULE B.

Chief Clerk.	Clerks.
--------------	---------

SCHEDULE C.

Doorman.	Fourth Grade—Captain.
First Grade—Patrolman.	Fifth Grade—Inspector.
Second Grade—Roundsman.	Sixth Grade—Deputy Chief.
Third Grade—Sergeant.	

SCHEDULE D.

Part I.

First Grade—Operator.	Mechanical Engineer.
Second Grade—Deputy Su- perintendent of Telegraph.	Engineman (Marine). Clothing and Equipment Clerk.
Third Grade—Superintend- ent of Telegraph.	

SCHEDULE E.

Surgeon.

SCHEDULE F.

**Stenographer and Type- Matron.
writer.**

SCHEDULE G.

Laborers (Appendix I).

PRESIDENT OF BOROUGH.

SCHEDULE A.

Part I.

1 Secretary in each borough.

SCHEDULE B.

Clerks. Office Boy (or Girl).

SCHEDULE F.

**Stenographer and Type- Messenger.
writer. Investigator of Complaints.**

RAPID TRANSIT COMMISSION.

SCHEDULE A.

Part I.

1 Secretary. 1 Chief Engineer.

SCHEDULE F.

Messenger.

DEPARTMENT OF SEWERS.

SCHEDULE A.

Part I.

1 Deputy Commissioner of	1 Secretary.
each Borough:	1 Cashier.
1 Consulting Engineer.	1 Private Secretary to Com-
1 Chief Engineer.	missioner.

SCHEDULE B.

Chief Clerk.	Office Boy (or Girl).
Bookkeeper.	Clerks.
Timekeeper.	

SCHEDULE D.

Part I.

Engineering Corps.	Leveler.
Axeman.	Transitman.
Chainman.	Engineman (Stationary).
Rodman.	

Inspectors :

Inspector of Sewer Construction.	Assistant Superintendent of Construction.
Inspector of Sewer Connections.	Inspector of Cement.
Superintendent of Construction.	Draughtsman (Topographical and Mechanical).

Part II.

Engineering Corps :

Principal Assistant Engineer.	Assistant Engineer.
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SCHEDULE F.

Superintendent of Maintenance and Repairs.	Superintendent of Sewer Disposal Works at Far Rockaway.
Assistant Superintendent of Maintenance and Repairs.	Messenger.
Stenographer and Typewriter.	Telephone Operator.
	Watchman.

SCHEDULE G.

Laborers (Appendix I).

SINKING FUND COMMISSION.

SCHEDULE A.

Part I.

1 Clerk.

SCHEDULE F.
Stenographer and Typewriter.

SCHEDULE G.
Laborers (Appendix I).

DEPARTMENT OF STREET CLEANING.

SCHEDULE A.

Part I.

- | | |
|--|---|
| 1 Deputy Commissioner of each borough. | 1 Private Secretary to the Deputy Commissioner, Borough of Brooklyn. |
| 1 General Superintendent. | |
| 1 Chief Clerk. | 1 Private Secretary to the Deputy Commissioner, Borough of The Bronx. |
| 1 Private Secretary to Commissioner. | |

SCHEDULE B.

- | | |
|-----------------------|---------|
| Bookkeeper. | Clerks. |
| Office Boy (or Girl). | |

SCHEDULE D.

Part I.

- | | |
|--------------|-----------------------------------|
| Draughtsman. | Engineman (Stationary or Marine). |
|--------------|-----------------------------------|

SCHEDULE E.

Medical Examiner.

SCHEDULE F.

- | | |
|--|---------------------------|
| Stenographer and Typewriter. | Assistant Stable Foreman. |
| Assistant Superintendent. | Telephone Operator. |
| Superintendent of Stables. | Section Foreman. |
| Superintendent of Final Disposition and Assistant. | Time Collector. |
| Master Mechanic. | Tug and Scow Inspector. |
| District Superintendent. | Dump Inspector. |
| Stable Foreman. | Assistant Dump Inspector. |
| | Pilot. |

SCHEDULE G.

Laborers (Appendix I).

BUREAU OF STREET OPENINGS.

SCHEDULE B.

Chief Clerk.	Journal Clerk.
Clerks.	Law Clerk.
Bookkeeper.	Office Boy (or Girl).

SCHEDULE D.

Part I.

Computer and Draughtsman.

SCHEDULE F.

Computer of Accounts.	Stenographer and Typewriter.
Supervisor of Accounts.	Graphophone Operator.
Searcher.	Messenger.

SCHEDULE G.

Laborers (Appendix I.)

DEPARTMENT OF TAXES AND ASSESSMENTS.

SCHEDULE A.

Part I.

1 Assistant to each Commissioner.	1 Private Secretary to President.
1 Confidential Stenographer to each Commissioner.	1 Chief Clerk in each Borough Office.

SCHEDULE B.

Accountant.	Office Boy (or Girl).
Clerks.	

SCHEDULE D.

Part I.

Draughtsman.

Part II.

Engineering Corps.	Surveyor.
Assistant Surveyor.	

SCHEDULE F.

Deputy Commissioner.	Messenger.
Stenographer and Type-writer.	Searcher.

SCHEDULE F.

Inspector of Incumbrances.	Foreman (Mechanic).
Stenographer and Typewriter.	Assistant Foreman (Mechanic).
Messenger.	Rockman.
Measurer.	
Watchman.	

SCHEDULE G.

Laborers (Appendix J).

COMMISSIONER OF JURORS.

SCHEDULE B.

Chief Clerk.	Clerks.
Enrollment Clerk.	Office Boy (or Girl).
Exempt Clerk.	

SCHEDULE F.

Deputy Commissioner.	Canvasser.
Assistant Deputy Commissioner.	Process Server.
Stenographer and Typewriter.	

LAW DEPARTMENT.

SCHEDULE A.

Part I.

75 Assistants to Corporation Counsel.	1 Private Secretary to Corporation Counsel.
1 Chief Clerk.	Confidential Attendant.

SCHEDULE B.

Assistant Chief Clerk.	First Grade—Junior Law Clerk.
Deputy Chief Clerk.	
Register Clerk.	Second Grade—Senior Law Clerk.
Process Clerk.	
Clerks.	Office Boy (or Girl).
Constable.	

Part II.

(Engineering Corps.)	Mechanical Engineer.
Assistant Engineer	Assistant Superintendent
Topographical Engineer.	Construction.
Hydraulic Engineer.	

SCHEDULE F.

Assistant Superintendent of	Messenger.
Conduits and Reservoirs.	Measurer.
Stenographer and Type -	Patrolman on Aqueduct.
writer.	Rockman.
Foreman.	Watchman.
Assistant Foreman.	Keeper on the Aqueduct

SCHEDULE G.

Laborers (Appendix I).

SCHEDULE F.

Inspector of Incumbrances.	Foreman (Mechanic).
Stenographer and Typewriter.	Assistant Foreman (Mechanic).
Messenger.	Rockman.
Measurer.	
Watchman.	

SCHEDULE G.

Laborers (Appendix J).

COMMISSIONER OF JURORS.

SCHEDULE B.

Chief Clerk.	Clerks.
Enrollment Clerk.	Office Boy (or Girl).
Exempt Clerk.	

SCHEDULE F.

Deputy Commissioner.	Canvasser.
Assistant Deputy Commissioner.	Process Server.
Stenographer and Typewriter.	

LAW DEPARTMENT.

SCHEDULE A.

Part I.

75 Assistants to Corporation Counsel.	1 Private Secretary to Corporation Counsel.
1 Chief Clerk.	Confidential Attendant.

SCHEDULE B.

Assistant Chief Clerk.	First Grade — Junior Law Clerk.
Deputy Chief Clerk.	
Register Clerk.	Second Grade — Senior Law Clerk.
Process Clerk.	
Clerks.	Office Boy (or Girl).
Copyist.	

SCHEDULE F.

Examiner.	Messenger.
Librarian.	Process Server.
Stenographer and Typewriter.	Junior Assistant Corporation Counsel.

MAYOR'S OFFICE.

SCHEDULE A.

Part I.

1 Secretary.	1 Deputy Chief of the Bureau
2 Confidential Clerks.	of Licenses in each borough.
1 Chief Clerk.	1 Cashier in each borough.
1 Confidential Stenographer.	1 Warrant and Bond Clerk.
1 Chief of the Bureau of Licenses.	1 Confidential Messenger.

SCHEDULE B.

Clerks.	Office Boy (or Girl).
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SCHEDULE F.

Stenographer and Typewriter.	Sealer of Weights and Measures.
Messenger.	Inspector.
Inspector of Weights and Measures.	Licensed Vehicle Inspector.

BUREAU OF MUNICIPAL STATISTICS.

SCHEDULE A.

1 Chief of Bureau.

SCHEDULE B.

Clerks.

SCHEDULE D.

Part I.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter.	Statistician.
Compiler.	

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Part II.

Assistant Engineer.	Second Grade—Chief Insp
Electrical Engineer.	tor of Gas Tests.
First Grade—Inspector of	
Gas Tests.	

SCHEDULE F.

Superintendent of Repairs	Messenger.
and Supplies.	Matron.
Stenographer and Type-	Watchman.
writer.	Janitor.
Bath Attendant (Male or	Foreman, Repairs of Build
Female).	ings.
Foreman of Public Baths.	Telephone Operator.
Assistant Foreman of Public	
Baths.	

SCHEDULE G.

Laborers (Appendix I).

DEPARTMENT OF PUBLIC IMPROVEMENTS.

SCHEDULE A.

Part I.

1 Secretary.	1 Consulting Engineer.
1 Chief Engineer.	1 Private Secretary.

SCHEDULE B.

Clerks.	Clerk in Charge of S
	Opening Matters.

SCHEDULE D.

Part I.

Draughtsman.	Searcher.
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Part II.

Assistant Engineer.	Surveyor.
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SCHEDULE F.

Stenographer and Typewriter.	Messenger.
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SCHEDULE G.

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Superintendent of Supplies and Repairs.	Cottage Attendant (Female).
Director of Menagerie.	Foreman.
Keeper of Menagerie.	Foreman's Assistant.
Doorman.	Janitor.
Stenographer and Typewriter.	Aquarist.

SCHEDULE G.

Laborers (Appendix I).

POLICE DEPARTMENT.

SCHEDULE A.

Part I.

1 Chief of Police.	1 Treasurer's Clerk.
1 Deputy Treasurer.	1 Complaint Clerk.
1 Property Clerk.	1 Auditor.
1 Private Secretary to each Commissioner.	1 Superintendent of Elections.
1 Confidential Stenographer to President.	1 Chief of Branch Bureau of Elections in each borough except Manhattan.

SCHEDULE B.

Chief Clerk.	Clerks.
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SCHEDULE C.

Doorman.	Fourth Grade—Captain.
First Grade—Patrolman.	Fifth Grade—Inspector.
Second Grade—Roundsman.	Sixth Grade—Deputy Chief.
Third Grade—Sergeant.	

SCHEDULE D.

Part I.

First Grade—Operator.	Mechanical Engineer.
Second Grade—Deputy Superintendent of Telegraph.	Engineman (Marine).
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SCHEDULE G.
Laborers (Appendix I).

DEPARTMENT OF STREET CLEANING.

SCHEDULE A.

Part I.

- | | |
|--|---|
| 1 Deputy Commissioner of each borough. | 1 Private Secretary to the Deputy Commissioner, Borough of Brooklyn. |
| 1 General Superintendent. | |
| 1 Chief Clerk. | 1 Private Secretary to the Deputy Commissioner, Borough of The Bronx. |
| 1 Private Secretary to Commissioner. | |

SCHEDULE B.

Clerks.

Bookkeeper.
Office Boy (or Girl).

SCHEDULE D.

Part I.

Draughtsman. Engineman (Stationary or Marine).

SCHEDULE E.

Medical Examiner.

SCHEDULE F.

Stenographer and Typewriter.	Assistant Stable Foreman.
Assistant Superintendent.	Telephone Operator.
Superintendent of Stables.	Section Foreman.
Superintendent of Final Disposition and Assistant.	Time Collector.
Master Mechanic.	Tug and Scow Inspector.
District Superintendent.	Dump Inspector.
Stable Foreman.	Assistant Dump Inspector.
	Pilot.

SCHEDULE G.

Laborers (Appendix I).

5. The "city service" shall include such positions in ~~the~~ service of any city.

6. The term "appointing officer" signifies the officer, ~~com-~~mission, board or body having the power of appointment to subordinate positions in any office, court, department, ~~com-~~mission, board, or institution.

§ 3. State civil service commission.—The governor ~~is~~ authorized to appoint, by and with the advice and consent of the Senate, three persons, not more than two of whom shall be adherents of the same political party, as civil service ~~com-~~missioners, and said three commissioners shall constitute ~~the~~ state civil service commission. They shall hold no other official place under the state of New York. The governor may remove any commissioner, and any vacancy in the position of commissioner shall be so filled by the governor, ~~and~~ and with the advice and consent of the senate, as to conform to said conditions for the first selection of commissioners. The three commissioners shall each receive a salary of ~~two~~ thousand dollars a year, and each of said commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a commissioner.

§ 4. Officers and employees of the commission.—The commission may elect one of its members to be president, and may employ a chief examiner, a secretary, and such other officers, clerks and examiners as it may deem necessary or proper to carry out the purposes of this act, and such employees shall hold office during the pleasure of the commission. The chief examiner shall be entitled to receive a salary at the rate of three thousand six hundred dollars a year, and he shall be paid his necessary traveling expenses incurred in the discharge of his duty. The secretary, and other officers, clerks and examiners shall receive salaries ~~to~~

be fixed by the commission, and the secretary shall also be paid his necessary traveling expenses incurred in the discharge of his duty. The commission may select suitable persons in the official service of the state or any of its civil divisions, after consulting the head of the department or office in which such persons serve, to act as examiners under its direction. Persons so selected shall be entitled to compensation from the commission for their necessary expenses occasioned by the service actually rendered, in addition to the regular service required in the department or office where they are regularly employed. The compensation of examiners shall not exceed five dollars per day, except in the case of special and expert examiners employed in the preparation of questions and rating of candidates; the commission shall not expend or authorize the expenditure of moneys for any purpose in excess of the sums appropriated therefor by law.

§ 5. Rooms and accommodations.—It shall be the duty of the trustees of public buildings to cause suitable and convenient rooms and accommodations to be assigned or provided, and to be furnished, heated and lighted, at the capitol in the city of Albany, for carrying on the work and examinations of said commission, and said commission may order the necessary stationery, postage stamps, an official seal and other articles to be supplied, and the necessary printing to be done for its official use. It shall be the duty of the officers of the state of New York or of any civil division thereof, at any place where examinations are directed by the commission or its rules to be held, to allow the reasonable use of public buildings, and to heat and light the same for holding such examinations, and in all proper ways to facilitate the same.

§ 6. The powers and duties of the commission.—The ~~stat~~ civil service commission shall

First. Prescribe, amend and enforce suitable rules ~~and~~ regulations for carrying into effect the provisions of this ~~act~~ and of section nine of article five of the constitution of ~~the~~ state of New York, as herein provided. The rules prescribed by the state and municipal commissions pursuant to the ~~pro~~visions of this act shall have the force and effect of law.

Second. Keep minutes of its own proceedings and records ~~of~~ of its examinations and other official action.

Third. Make investigations concerning and report upon ~~a~~ all matters touching the enforcement and effect of the provisions ~~of~~ of this act and the rules and regulations prescribed thereu~~n~~der, concerning the action of any examiner or subordinate ~~of~~ of the commission and any person in the public service, ~~in~~ in respect to the execution of this act, and in the course of su~~ch~~ch investigations each commissioner and the secretary and ~~the~~ the chief examiner shall have power to administer oaths.

Fourth. Have power to subpœna and require the attend~~ance~~ance in this state of witnesses and the production thereby ~~of~~ of books and papers pertinent to the investigation and inquiries hereby authorized and to examine them and such public records as it shall require in relation to any matter which ~~it~~ it is required to investigate. And for the purposes of the ~~ex~~amination hereby directed, the commission possesses all ~~the~~ the powers conferred by the legislative law upon a committee ~~of~~ of the legislature or by the code of civil procedure upon a board or committee, and may invoke the power of any court of reco~~r~~d in the state to compel the attendance and testifying of wi~~tn~~tnesses and the production thereby of books and papers ~~and~~ aforesaid.

Fifth. Make an annual report to the governor for transmission to the legislature, showing its own action, the rules and regulations and the exceptions thereto in force, and the practical effects thereof and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Sixth. Meet in Albany at least once in each calendar month, except the month of August, and hold such other meetings as the needs of the public service may require. A majority of the members of the commission shall constitute a quorum.

§ 7. Duties of public officers.—It shall be the duty of all officers of the state of New York or of any city or civil division thereof to conform to and comply with and to aid in all proper ways in carrying into effect the provisions of this act, and the rules and regulations prescribed thereunder and any modification thereof. No officer or officers having the power of appointment or employment shall select or appoint any person for appointment, employment, promotion or reinstatement except in accordance with the provisions of this act and the rules and regulations prescribed thereunder. Any person employed or appointed contrary to the provisions of this act or of the rules and regulations established thereunder, shall be paid by the officer or officers so employing or appointing, or attempting to employ or appoint, him, the compensation agreed upon for any services performed under such appointment or employment, or in case no compensation is agreed upon, the actual value of such services, and any expenses incurred in connection therewith, and shall have a cause of action against such officer or officers or any of them for such sum or sums and for the costs of the action. No public officer shall be reimbursed by the state or any of its civil divisions for any sums so paid or recovered in any such action.

§ 8. Unclassified service; classified service.—The civil service of the state and of each of its civil divisions and cities shall be divided into the unclassified service and the classified service. The unclassified service shall comprise all elective offices; all offices filled by election or appointment by the legislature on joint ballot; all persons appointed by name in any statute; all legislative officers and employees; all offices filled by appointment by the governor, either upon or without confirmation by the senate, except officers and employees in the executive offices; all election officers; the head or heads of any department of the government, and persons employed in or who seek to enter the public service as superintendents, principals or teachers in a public school or academy or in a state normal school or college. The classified service shall comprise all positions not included in the unclassified service. All appointments or employments in the classified service shall be for a probationary term not exceeding the time fixed in the rules.

§ 9. Rules for the classified state service.—Within one month after the passage of this act, the commission shall make rules for the classification of the offices, places and employments in the classified service of the state, and thereafter from time to time rules for the classification of the offices, places and employments in such other civil divisions thereof, except cities, as after due inquiry by the commission shall be found practicable, and for appointments and promotions therein and examinations therefor, not inconsistent with the constitution and the provisions of this act, and shall amend the same from time to time. No examination or registration shall be required of persons to be employed as laborers in the state service. Such rules and any modifications thereof, shall take effect when approved by the gov-

error. Due notice of the contents of such rules, and of any modifications thereof, shall be given by mail to appointing officers and heads of departments affected thereby, and such rules shall be printed for public distribution. Subject to the provisions of this act and of the rules established thereunder, the commission shall make regulations for and have control of examinations for the service of the state and the civil divisions thereof, except cities, and shall supervise and preserve the records of the same, but such examinations shall be held at least once a year in each of the following places: Albany, Amsterdam, Auburn, Binghamton, Buffalo, Dunkirk, Elmira, Geneva, Hornellsville, Ithaca, Jamestown, Johnstown, Kingston, Lockport, Malone, Middletown, Newburg, New York, Ogdensburg, Olean, Oneonta, Oswego, Plattsburg, Poughkeepsie, Rochester, Saratoga, Syracuse, Utica and Watertown; and shall cover in each place all offices and positions for which competitive examinations are required, except such examinations as require special tools, machinery, appliances, or laboratory facilities.

§ 10. The classified city service.—The mayor of each city in this state shall appoint and employ suitable persons to describe, amend and enforce rules for the classification of the offices, places and employments in the classified service of such city, and for appointments and promotions therein and examinations therefor; and for the registration and election of laborers for employment therein, not inconsistent with the constitution and the provisions of this act and shall amend the same from time to time. Such persons shall be municipal civil service commissioners and shall constitute the municipal civil service commission of such city. All appointments or designations of municipal civil service commissioners shall be made in such manner that not more than

two-thirds of such commissioners in any city shall at any time be adherents of the same political party. Such rules herein prescribed and established and all regulations now existing for appointment and promotion in the civil service of said city and any subsequent modification thereof, whether prescribed under the authority of a general law or of any special or local law; shall be valid and take or continue in effect only upon the approval of the mayor of the city and of the state civil service commission. The authority by this section conferred shall not be so exercised as to take from any policeman or fireman any right or benefit conferred by law, or existing under any lawful regulation of the department in which he serves. All examinations herein authorized shall be public, and all rules shall be published, and, with all the proceedings and papers connected with said examinations, shall be at all times subject to the inspection of said state commission and its agents; and said commission shall set forth in its reports the character and practical effects of such examinations, together with its views as to the improvement and extension of the same, and also copies of all rules made under the authority hereby conferred. Subject to the provisions of this act and of said rules, the municipal commission of any city shall make regulations for and have control of examinations and registration for the service of such city and shall supervise and preserve the records of the same. In case, for any reason, the mayor of any city within sixty days after he has the power to appoint, fails to appoint such municipal commissioners, the state commission shall appoint them to hold office until the expiration of the term of the mayor then in office and their successors are appointed and qualify. It shall be the duty of such persons to prepare and to procure the approval of the rules herein provided for, and, if they fail to do so within sixty days after their appoint-

ment, the state commission shall forthwith make said rules. It shall be the duty of such persons to make reports from time to time to the state commission, whenever said commission may request, of the manner in which this law, and the rules and regulations thereunder, have been and are administered, and the results of their administration in such city, and of such other matters as said commission may require, and annually on or before the fifteenth day of January, to make such a report to said commission; and it shall be the duty of said state commission in its annual report to set out either these reports, or a sufficient abstract or summary hereof, to give full and clear information as to their contents. A copy of the roster of the classified civil service of such city shall be transmitted to the state commission with the annual report aforesaid, and shall be filed in the office of said commission as a public record. The mayor may at any time remove any municipal civil service commissioner appointed by him. Said state commission may also, by unanimous vote of the three commissioners, with the written approval of the governor, remove any municipal civil service commissioner appointed or employed under the authority of this section, for incompetence, inefficiency, neglect of duty or violation of the provisions of this act, or of the rules and regulations in force thereunder, or of any of them, specifying in writing the particulars of the incompetency, inefficiency, neglect of duty or violation charged, and filing the same as a public document in the office of the city clerk, or if there be no city clerk, in the office of the clerk of the board of aldermen, and a certified transcript thereof in the office of the state civil service commission, first giving him an opportunity to make a personal explanation in self-defense. Said state commission may at any time, by unanimous vote of the three commissioners, amend or rescind any rule, regulation or classification prescribed under

provisions of this section, provided that said state commission shall state the reasons for such action in writing, and file the same and a certified transcript thereof as a public document as hereinbefore provided, and give an opportunity to the municipal civil service commissioners concerned to make a personal explanation and to file papers in opposition to such action. The said state commission, however, shall not take such action upon any ground other than that the provisions or purposes of this act are not properly or sufficiently carried out by such rule, regulation or classification, nor without specifying in writing and detail in what particular such provisions or purposes are not carried out, nor shall said state commission exempt from competitive examination any position, or place or employment in any city without the consent of the municipal commission of such city.

§ 11. Classification.—The offices and positions in the classified service of the state or of any city or civil division thereof for which civil service rules shall be established pursuant to this act, shall be arranged in four classes to be designated as the exempt class, the competitive class, the non-competitive class and, in cities, the labor class.

§ 12. The exempt class.—The following positions shall be included in the exempt class :

1. The deputies of principal executive officers authorized by law to act generally for and in place of their principals;
2. One secretary of each officer, board and commission authorized by law to appoint a secretary ;
3. One clerk, and one deputy clerk if authorized by law, of each court, and one clerk of each elective judicial officer ;
4. In the state service, all unskilled laborers and such skilled laborers as are not included in the competitive class or the

non-competitive class; and in addition thereto there may be included in the exempt class all other subordinate offices for the filling of which competitive or non-competitive examination may be found to be not practicable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the commission. Not more than one appointment shall be made to or under the title of any such office or position, unless a different number is specifically mentioned in such rules. Appointments to positions in the exempt class may be made without examination.

§ 13. The competitive class.—The competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examination, and shall include all positions now existing, or hereafter created, of whatever functions, designations or compensation, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction under the provisions of this act and the rules in pursuance thereof, by appointment of those graded highest in open competitive examinations conducted by the State or municipal commission, except as herein otherwise provided. The term of eligibility shall be fixed for each eligible list at not less than one nor more than four years. Appointment shall be made from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and a new list shall be created for a stated position or group of positions only when there is no appropriate

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Chap. 370.

AN ACT

In relation to the civil service of the state of New York and the cities and civil divisions thereof.

Became a law April 19, 1899, with the approval of the Governor. Passed, a majority being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Short title.—This chapter shall be known as the civil service law.

§ 2. Definitions.—When used in this chapter,

1. The term “Commission” or “State commission” means the State Civil Service Commission.

2. The term “municipal commission” means the municipal civil service commission of a city.

3. The “civil service” of the state of New York or any of its civil divisions or cities includes all offices and positions of trust or employment in the service of the state or of such civil division or city, except such offices and positions in the militia and the military departments as are or may be created under the provisions of article eleven of the constitution.

4. The “state service” shall include all such offices and positions in the service of the state or of any of its civil divisions except a city.

§ 14. Exceptions from competitive examination.—Positions in the competitive class may be filled without competition as follows :

1. Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no list of persons eligible for appointment after competitive examination, the appointing officer may nominate a person to the state or municipal commission for non-competitive examination, and if such nominee shall be certified by such commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination, but such provisional appointment shall not continue for a longer period than two months in the state service, or one month in any city, nor shall successive temporary appointments be made to the same position under this subdivision.

2. In case of a vacancy in a position in the competitive class where peculiar and exceptional qualifications of a scientific, professional or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impracticable and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, the state or municipal commission may suspend the provisions of the rule requiring competition in such case, but no such suspension shall be general in its application to such place, and all such cases of suspension shall be reported in the annual reports of such commissions with the reasons for the same.

3. When the services to be rendered by an appointee in the state service are for a temporary period not to exceed one

month and the need of such service is important and urgent, the appointing officer may select for such temporary service any person on the proper list of those eligible for permanent appointment without regard to his standing on such list.

§ 15. Promotion, transfer, reinstatement, reduction.—Vacancies in positions in the competitive class shall be filled, so far as practicable, by promotion from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotion shall be based upon merit and competition and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority. For the purposes of this section an increase in the salary or other compensation of any person holding an office or position within the scope of the rules in force hereunder beyond the limit fixed for the grade in which such office or position is classified, shall be deemed a promotion. No promotion, transfer or reinstatement shall be made from a position in one class to a position in another class unless the same be specially authorized by the state or municipal commission, nor shall a person be promoted or transferred to a position for original entrance to which there is required by this act or the rules an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person, unless he shall have passed the examination or attained a place upon the eligible list for such higher position.

§ 16. The non-competitive class.—The non-competitive class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to include in the competitive class. Appointments to positions in the non-competitive class shall be made after such non-competitive examination as is prescribed by the rules.

§ 4. The powers and duties of the commission.—~~The state~~
civil service commission shall

First. Prescribe, amend and enforce suitable rules and regulations for carrying into effect the provisions of this act and of section nine of article five of the constitution of the state of New York as herein provided. The rules prescribed by the state and municipal commissions pursuant to the provisions of this act shall have the force and effect of law.

Second. Keep minutes of its own proceedings and records of its examinations and other official action.

Third. Make investigations concerning and report upon all matters touching the enforcement and effect of the provisions of this act and the rules and regulations prescribed thereunder, concerning the action of any examiner or subordinate of the commission and any person in the public service, in respect to the execution of this act, and in the course of such investigations each commissioner and the secretary and the chief examiner shall have power to administer oaths.

Fourth. Have power to subpoena and require the attendance in this state of witnesses and the production thereby of books and papers pertinent to the investigation and inquiries hereby authorized and to examine them and such public records as it shall require in relation to any matter which it is required to investigate. And for the purposes of the examination hereby directed, the commission possesses all the powers conferred by the legislative law upon a committee of the legislature or by the code of civil procedure upon a board or committee, and may invoke the power of any court of record in the state to compel the attendance and testifying of witnesses and the production thereby of books and papers as aforesaid.

and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as the commission may require, in order to keep the roster hereinafter mentioned. The commission shall keep in its office an official roster of the classified civil service of the state and of each of the civil divisions thereof for which rules have been prescribed pursuant to this act, except cities, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, promoted or reinstated in the service in conformity with the provisions of law and the rules prescribed pursuant to this act. The official roster shall show opposite or in connection with each name the date of appointment, employment, promotion or reinstatement, the compensation of the position, the date of commencement of service, and date of transfer in or separation from service by dismissal, resignation, cancellation of appointment or death. In like manner the municipal commission of each city shall keep in its office an official roster of the classified civil service of such city, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of the rules, and it shall be the duty of each appointing officer of such city to report to such municipal commission in like manner as is hereinbefore provided for reports from appointing officers to the state commission.

§ 19. Disbursing officers.—It shall be unlawful for the comptroller or other fiscal officer of the state or any city or civil division thereof for which civil service rules have been prescribed pursuant to this act, to draw, sign or issue, or authorize the drawing, signing or issuing of any warrant on the treasurer or other disbursing officer of the state or such city or civil division thereof, for the payment of, or for the treasurer or other disbursing officer of the state or of such city or civil division thereof, to pay any salary or compensation to any officer, clerk or other person in the classified service of the state or of such city or civil division thereof, unless an estimate, payroll or account for such salary or compensation, containing the names of the persons to be paid, shall bear the certificate of the state civil service commission, or in case of the service of a city, the certificate of the municipal civil service commission of such city, that the persons named in such estimate, payroll or account have been appointed or employed or promoted in pursuance of law and of the rules made in pursuance of law. Any officer, clerk or other person entitled to be certified by said commission, or either of them, to the comptroller, treasurer or other fiscal or disbursing officer of the state or any city or civil division thereof, as having been appointed or employed in pursuance of law and of the rules made in pursuance of law, and refused such certificate, may maintain a proceeding by mandamus to compel such commission or commissions to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law and of the rules made in pursuance of law, or any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, and from the sureties on his official bond, in an action in the supreme court

of the state, maintained by a citizen resident therein, who is assessed for and is liable to pay, or within one year before the commencement of the action, has paid a tax therein. All moneys recovered in any action brought under the provisions of this section must, when collected, be paid into the treasury of the state or such civil division thereof, except that the plaintiff in any such action shall be entitled to receive for his own use the taxable costs of such action.

§ 20. Preferences allowed honorably discharged soldiers, sailors and marines.—In every public department and upon all public works of the state of New York and of the cities, counties, towns and villages thereof, honorably discharged soldiers, sailors and marines from the army and navy of the United States in the late civil war, who are citizens and residents of this state, shall be entitled to preference in appointment and promotion without regard to their standing on any list from which such appointment or promotion may be made, provided their qualifications and fitness shall have been ascertained as provided in this act and the rules and regulations in pursuance thereof; and the persons thus preferred shall not be disqualified from holding any position in the civil service on account of his age or by reason of any physical disability, provided such age or disability does not render him incompetent to perform the duties of the position applied for. Whenever any list of eligible persons, prepared under authority of this act, shall contain the names of honorably discharged soldiers, sailors and marines, entitled to preference as aforesaid, any reference in this act or in the rules and regulations in pursuance thereof to the persons standing highest on such list, shall be deemed to indicate those standing highest of those entitled to preference by the provisions of this section, and such persons shall be given

preference on any list of registered applicants for employment in the labor service, in accordance with the dates of their several applications, as though such applications had been filed prior to those of any persons on such lists not entitled to the preference provided by this section. A refusal to allow the preference provided for in this and the next succeeding section to any honorably discharged soldier, sailor or marine, or a reduction of his compensation intended to bring about his resignation, shall be deemed a misdemeanor, and such honorably discharged soldier, sailor or marine shall have a right of action therefor in any court of competent jurisdiction for damages and also a remedy by mandamus for righting the wrong.

§ 21. Power of removal limited.—Every person whose rights may be in any way prejudiced contrary to any of the provisions of this section shall be entitled to a writ of mandamus to remedy the wrong. No person holding a position by appointment or employment in the state of New York or in the several cities, counties, towns or villages thereof, who is an honorably discharged soldier, sailor or marine, having served as such in the Union army or navy during the war of the rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the army or navy of the United States during the Spanish-American war, or is an honorably discharged soldier, sailor or marine of the regular army or navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employment, except for incompetency or misconduct shown after a hearing, upon due notice, upon stated

ent, the state commission shall forthwith make said rules. It shall be the duty of such persons to make reports from time to time to the state commission, whenever said commission may request, of the manner in which this law, and the rules and regulations thereunder, have been and are administered, and the results of their administration in such city, and of such other matters as said commission may require, and annually on or before the fifteenth day of January, to make such a report to said commission; and it shall be the duty of said state commission in its annual report to set out either these reports, or a sufficient abstract or summary hereof, to give full and clear information as to their contents. A copy of the roster of the classified civil service of such city shall be transmitted to the state commission with the annual report aforesaid, and shall be filed in the office of said commission as a public record. The mayor may at any time remove any municipal civil service commissioner appointed by him. Said state commission may also, by unanimous vote of the three commissioners, with the written approval of the governor, remove any municipal civil service commissioner appointed or employed under the authority of this section, for incompetence, inefficiency, neglect of duty or violation of the provisions of this act, or of the rules and regulations in force thereunder, or of any of them, specifying in writing the particulars of the incompetency, inefficiency, neglect of duty or violation charged, and filing the same as a public document in the office of the city clerk, or if there be no city clerk, in the office of the clerk of the board of aldermen, and a certified transcript thereof in the office of the state civil service commission, first giving him an opportunity to make a personal explanation in self-defense. Said state commission may at any time, by unanimous vote of the three commissioners, amend or rescind any rule, regulation or classification prescribed under

provisions of this section, provided that said state commission shall state the reasons for such action in writing, and file the same and a certified transcript thereof as a public document as hereinbefore provided, and give an opportunity to the municipal civil service commissioners concerned to make a personal explanation and to file papers in opposition to such action. The said state commission, however, shall not take such action upon any ground other than that the provisions or purposes of this act are not properly or sufficiently carried out by such rule, regulation or classification, nor without specifying in writing and detail in what particular such provisions or purposes are not carried out, nor shall said state commission exempt from competitive examination any position, or place or employment in any city without the consent of the municipal commission of such city.

§ 11. Classification.—The offices and positions in the classified service of the state or of any city or civil division thereof for which civil service rules shall be established pursuant to this act, shall be arranged in four classes to be designated as the exempt class, the competitive class, the non-competitive class and, in cities, the labor class.

§ 12. The exempt class.—The following positions shall be included in the exempt class :

1. The deputies of principal executive officers authorized by law to act generally for and in place of their principals ;
2. One secretary of each officer, board and commission authorized by law to appoint a secretary ;
3. One clerk, and one deputy clerk if authorized by law, of each court, and one clerk of each elective judicial officer ;
4. In the state service, all unskilled laborers and such skilled laborers as are not included in the competitive class or the

non-competitive class; and in addition thereto there may be included in the exempt class all other subordinate offices for the filling of which competitive or non-competitive examination may be found to be not practicable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the commission. Not more than one appointment shall be made to or under the title of any such office or position, unless a different number is specifically mentioned in such rules. Appointments to positions in the exempt class may be made without examination.

§ 13. The competitive class.—The competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examination, and shall include all positions now existing, or hereafter created, of whatever functions, designations or compensation, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction under the provisions of this act and the rules in pursuance thereof, by appointment of those graded highest in open competitive examinations conducted by the state or municipal commission, except as herein otherwise provided. The term of eligibility shall be fixed for each eligible list at not less than one nor more than four years. Appointment shall be made from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and a new list shall be created for a stated position or group of positions only when there is no appropriate

list existing from which appointment may be made. No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to, or assigned to perform the duties of any position subject to competitive examination, unless he shall have previously passed an open competitive examination equivalent to that required for such position, or unless he shall have served with fidelity for at least three years in similar position. Appointments to positions in the state service, the duties of which are confined to a locality outside of Albany county, shall, so far as practicable, be made from residents of the judicial district including such locality. The examinations shall be public and shall be practical in the character and shall relate to those matters which will fairly test the relative capacity and fitness of the persons examining to discharge the duties of that service into which they seek to be appointed. Such commissions shall prepare lists of preliminary requirements and subjects of examination for the several positions or groups of positions in the competitive class and shall publish its rules and such information and advertise such examinations in such manner as the nature of the examinations may require. Each of such commissions shall require intending competitors to file in its office a reasonable length of time before the date of any examination a formal application in which the applicant shall state under oath :

1. His full name, residence and postoffice address.
2. His age, the place and date of his birth.
3. His health and physical capacity for the public service.

4. His right of preference by reason of military or naval service.

5. His business or employment, and residence for at least the previous five years.

6. Such other information as may reasonably be required touching the applicant's merit and fitness for the public service.

Blank forms for such applications shall be furnished by said commissions without charge to all persons requesting the same. Such commissions may require in connection with such application such certificates of citizens, physicians, public officers or others having knowledge of the applicant, as the good of the service may require. Such commissions may refuse to examine an applicant, or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for his performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct; or who has intentionally made a false statement of any material fact, or practiced, or attempted to practice, any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. When the position to be filled involves fiduciary responsibility, the appointing officer, where otherwise permitted by law, may require the appointee to furnish a bond or other security and shall notify the state or municipal commission of the amount and necessary details thereof.

§ 14. Exceptions from competitive examination.—Positions in the competitive class may be filled without competition as follows :

1. Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no list of persons eligible for appointment after competitive examination, the appointing officer may nominate a person to the state or municipal commission for non-competitive examination, and if such nominee shall be certified by such commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination, but such provisional appointment shall not continue for a longer period than two months in the state service, or one month in any city, nor shall successive temporary appointments be made to the same position under this subdivision.

2. In case of a vacancy in a position in the competitive class where peculiar and exceptional qualifications of a scientific, professional or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impracticable and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, the state or municipal commission may suspend the provisions of the rule requiring competition in such case, but no such suspension shall be general in its application to such place, and all such cases of suspension shall be reported in the annual reports of such commissions with the reasons for the same.

3. When the services to be rendered by an appointee in the state service are for a temporary period not to exceed one

month and the need of such service is important and urgent, the appointing officer may select for such temporary service any person on the proper list of those eligible for permanent appointment without regard to his standing on such list.

§ 15. Promotion, transfer, reinstatement, reduction.—Vacancies in positions in the competitive class shall be filled, so far as practicable, by promotion from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotion shall be based upon merit and competition and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority. For the purposes of this section an increase in the salary or other compensation of any person holding an office or position within the scope of the rules in force hereunder beyond the limit fixed for the grade in which such office or position is classified, shall be deemed a promotion. No promotion, transfer or reinstatement shall be made from a position in one class to a position in another class unless the same be specially authorized by the state or municipal commission, nor shall a person be promoted or transferred to a position for original entrance to which there is required by this act or the rules an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person, unless he shall have passed the examination or attained a place upon the eligible list for such higher position.

§ 16. The non-competitive class.—The non-competitive class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to include in the competitive class. Appointments to positions in the non-competitive class shall be made after such non-competitive examination as is prescribed by the rules.

§ 17. The labor class in cities.—The labor class in cities shall include unskilled laborers and such skilled laborers as are not included in the competitive class or the non-competitive class. Vacancies in the labor class in cities shall be filled by appointment from lists of applicants registered by the municipal commissions. Preference in employment from such lists shall be given according to date of application. There shall be separate lists of applicants for different kinds of labor or employment, and the commissions may establish separate labor lists for various institutions and departments. Where the labor service of any department or institution extends to separate localities, the commissions may provide separate registration lists for each district or locality. The commissions shall require an applicant for registration for the labor service to furnish such evidence or pass such examination as they may deem proper with respect to his age, residence, physical condition, ability to labor, skill, capacity and experience in the trade or employment for which he applies.

§ 18. Official roster; reports of appointing officers.—No person shall be appointed to or employed in any position in the classified service of the state or of any city or civil division thereof for which rules have been prescribed pursuant to the provisions of this act, until he has passed an examination or is shown to be especially exempted from such examination in conformity with such rules and the provisions of this act. It shall be the duty of each appointing officer of the state or any such civil division thereof, except cities, to report to the state civil service commission forthwith upon such appointment or employment the name of such appointee or employee, the title and character of his office or employment, the date of the commencement of service by virtue thereof

and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowledge of each case, any separation of a person from the service, or other change therein, and such other information as the commission may require, in order to keep the roster hereinafter mentioned. The commission shall keep in its office an official roster of the classified civil service of the state and of each of the civil divisions thereof for which rules have been prescribed pursuant to this act, except cities, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, promoted or reinstated in the service in conformity with the provisions of law and the rules prescribed pursuant to this act. The official roster shall show opposite or in connection with each name the date of appointment, employment, promotion or reinstatement, the compensation of the position, the date of commencement of service, and date of transfer in or separation from service by dismissal, resignation, cancellation of appointment or death. In like manner the municipal commission of each city shall keep in its office an official roster of the classified civil service of such city, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of the rules, and it shall be the duty of each appointing officer of such city to report to such municipal commission in like manner as is hereinbefore provided for reports from appointing officers to the state commission.

§ 19. Disbursing officers.—It shall be unlawful for the comptroller or other fiscal officer of the state or any city or civil division thereof for which civil service rules have been prescribed pursuant to this act, to draw, sign or issue, or authorize the drawing, signing or issuing of any warrant on the treasurer or other disbursing officer of the state or such city or civil division thereof, for the payment of, or for the treasurer or other disbursing officer of the state or of such city or civil division thereof to pay any salary or compensation to any officer, clerk or other person in the classified service of the state or of such city or civil division thereof, unless an estimate, payroll or account for such salary or compensation, containing the names of the persons to be paid, shall bear the certificate of the state civil service commission, or in case of the service of a city, the certificate of the municipal civil service commission of such city, that the persons named in such estimate, payroll or account have been appointed or employed or promoted in pursuance of law and of the rules made in pursuance of law. Any officer, clerk or other person entitled to be certified by said commission, or either of them, to the comptroller, treasurer or other fiscal or disbursing officer of the state or any city or civil division thereof, as having been appointed or employed in pursuance of law and of the rules made in pursuance of law, and refused such certificate, may maintain a proceeding by mandamus to compel such commission or commissions to issue such certificate. Any sums paid contrary to the provisions of this section may be recovered from any officer or officers making such appointment in contravention of the provisions of law and of the rules made in pursuance of law, or any officer signing or countersigning, or authorizing the signing or countersigning of any warrant for the payment of the same, and from the sureties on his official bond, in an action in the supreme court

of the state, maintained by a citizen resident therein, who is assessed for and is liable to pay, or within one year before the commencement of the action, has paid a tax therein. All moneys recovered in any action brought under the provisions of this section must, when collected, be paid into the treasury of the state or such civil division thereof, except that the plaintiff in any such action shall be entitled to receive for his own use the taxable costs of such action.

§ 20. Preferences allowed honorably discharged soldiers, sailors and marines.—In every public department and upon all public works of the state of New York and of the cities, counties, towns and villages thereof, honorably discharged soldiers, sailors and marines from the army and navy of the United States in the late civil war, who are citizens and residents of this state, shall be entitled to preference in appointment and promotion without regard to their standing on any list from which such appointment or promotion may be made, provided their qualifications and fitness shall have been ascertained as provided in this act and the rules and regulations in pursuance thereof; and the persons thus preferred shall not be disqualified from holding any position in the civil service on account of his age or by reason of any physical disability, provided such age or disability does not render him incompetent to perform the duties of the position applied for. Whenever any list of eligible persons, prepared under authority of this act, shall contain the names of honorably discharged soldiers, sailors and marines, entitled to preference as aforesaid, any reference in this act or in the rules and regulations in pursuance thereof to the persons standing highest on such list, shall be deemed to indicate those standing highest of those entitled to preference by the provisions of this section, and such persons shall be given

preference on any list of registered applicants for employment in the labor service, in accordance with the dates of their several applications, as though such applications had been filed prior to those of any persons on such lists not entitled to the preference provided by this section. A refusal to allow the preference provided for in this and the next succeeding section to any honorably discharged soldier, sailor or marine, or a reduction of his compensation intended to bring about his resignation, shall be deemed a misdemeanor, and such honorably discharged soldier, sailor or marine shall have a right of action therefor in any court of competent jurisdiction for damages and also a remedy by mandamus for righting the wrong.

§ 21. Power of removal limited.—Every person whose rights may be in any way prejudiced contrary to any of the provisions of this section shall be entitled to a writ of mandamus to remedy the wrong. No person holding a position by appointment or employment in the state of New York or in the several cities, counties, towns or villages thereof, who is an honorably discharged soldier, sailor or marine, having served as such in the Union army or navy during the war of the rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the army or navy of the United States during the Spanish-American war, or is an honorably discharged soldier, sailor or marine of the regular army or navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employment, except for incompetency or misconduct shown after a hearing, upon due notice, upon stated

charges and with the right to such employee or appointee to a review by a writ of certiorari. In cities of the first class, if the position so held by any such honorably discharged soldier, sailor or marine, or volunteer fireman shall become unnecessary or be abolished for reasons of economy or otherwise, the said honorably discharged soldier, sailor or marine, or volunteer fireman holding the same shall not be discharged from the public service, but shall be transferred to any branch of the said service for duty in such position as he may be fitted to fill, receiving the same compensation therefor. The burden of proving incompetency or misconduct shall be upon the party alleging the same. Nothing in this section shall be construed to apply to the position of private secretary or deputy of any official or department, or to any other person holding a strictly confidential relation to the appointing officer. A person serving under a probationary or provisional appointment shall not be deemed to be holding a position within the meaning of this section.

§ 22. Misdemeanor to obstruct right of examination ; false representation ; impersonation in examination.—Any commissioner, or examiner, or any other person who shall willfully by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect of his or her right of examination, or registration, according to any rules or regulations prescribed pursuant to the provisions of this act, or who shall willfully and falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified, pursuant to the provisions of this act, or aid in so doing, or who shall willfully make any false representations concerning the same, or concerning the person examined, or who shall willfully furnish to any person any special or secret information for the purpose

of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall personate any other person, or permit or aid in any manner any other person to personate him, in connection with any examination or registration, or application or request to be examined or registered, shall for each offense be deemed guilty of a misdemeanor.

§ 23. Recommendations for appointment or promotion.—No recommendation or question under the authority of this act shall relate to the political opinions or affiliations of any person whatever ; and no appointment or selection to or removal from an office or employment within the scope of the rules established as aforesaid, shall be in any manner affected or influenced by such opinions or affiliations. No person in the civil service of the state or of any city or civil division thereof, is for that reason under any obligation to contribute to any political fund or to render any political service, and no person shall be removed or otherwise prejudiced for refusing so to do. No person in the said civil service shall discharge or promote or reduce, or in any manner change the official rank or compensation of any other person in said service, or promise or threaten so to do for giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose. No person in said service shall use his official authority or influence to coerce the political action of any person or body or to interfere with any election.

§ 24. Political assessments prohibited.—No officer, agent clerk or employee under the government of the state of New York or any civil division or city thereof shall, directly or

indirectly, use his authority or official influence to compel or induce any other officer, clerk, agent or employee under said government, or any civil division or city thereof, to pay or promise to pay any political assessment, subscription or contribution. Every said officer, agent, clerk or employee who may have charge or control in any building, office or room occupied for any purpose of said government, or any said division or city thereof, is hereby authorized to prohibit the entry of any person, and he shall not knowingly permit any person to enter the same for the purpose of therein making, collecting, receiving or giving notice of any political assessment, subscription or contribution; and no person shall enter or remain in any said office, building or room, or send or direct any letter or other writing thereto, for the purpose of giving notice of, demanding or collecting a political assessment, nor shall any person therein give notice of, demand, collect or receive any such assessment, subscription or contribution; and no person shall prepare or make out, or take any part in preparing or making out, any political assessment, subscription or contribution with the intent that the same shall be sent or presented to or collected of any officer, agent or employee, subject to the provisions of this act, under the government of the state of New York, or that of any civil division or city thereof, and no person shall knowingly send or present any political assessment, subscription or contribution to or request its payment of any said officer, agent or employee. Any person who shall be guilty of violating any provision of this section shall be deemed guilty of a misdemeanor.

§ 25. Officers or candidates not to promise influence, et cetera; "public officer" and "public employee" defined.—Whoever, while holding any public office, or in nomination

for, or while seeking a nomination or appointment for any public office, shall corruptly use or promise to use, whether directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person; or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last-named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration, shall be deemed guilty of bribery or an attempt at bribery. And whoever, being a public officer, or having or claiming to have any authority or influence for or affecting the nomination, public employment, confirmation, promotion, removal or increase or decrease of salary of any public officer, shall corruptly use, or promise, or threaten to use any such authority or influence, directly or indirectly, in order to coerce or persuade the vote or political action of any citizen or the removal, discharge or promotion of any officer or public employee, or upon any other corrupt consideration, shall also be guilty of bribery or of an attempt at bribery. Every person found guilty of such bribery, or an attempt to commit the same, as aforesaid, shall, upon conviction thereof, be liable to be punished by a fine of not less than one hundred dollars nor more than three thousand dollars, or to be imprisoned not less than ten days nor more than two years, or to both said fine and said imprisonment in the discretion of the court. The phrase "public officer" shall be held to include all public officials in this state whether paid directly or indirectly from the public treasury of the state, or from that of any civil division thereof, or by fees or otherwise; and the phrase "public employee" shall

be held to include every person not being an officer who is paid from any said treasury.

§ 26. Attendance of witnesses ; fees.—Witnesses and officers to subpoena and secure the attendance of witnesses before said commission, shall be entitled to the same fees as are allowed witnesses in civil cases in courts of record. Such fees need not be prepaid, but the comptroller shall draw his warrant for the payment of the amount thereof, when the same shall have been certified to by the president of the commission, and duly proved by affidavit or otherwise to the satisfaction of the said comptroller ; and all state, county, town, municipal and other officers and their deputies, clerks, subordinates and employees shall afford the said board all reasonable facilities in conducting the inquiries specified in this act, and give inspection to said board of all books, papers and documents belonging, or in any way appertaining to the respective offices, and shall also produce said books and papers, and shall attend and testify when required to do so by said commission.

§ 27. Taxpayer's action.—The right of any taxpayer to bring an action to restrain the payment of compensation to any person appointed to or holding any office, or place or employment in violation of any of the provisions of this act, shall not be limited or denied by reason of the fact that said office, or place or employment shall have been classified as, or determined to be, not subject to competitive examination ; provided, however, that any judgment or injunction granted or made in any such action shall be prospective only, and shall not affect payments already made or due to such persons by the proper disbursing officers, in accordance with the civil service rules in force at the time of such payments.

§ 28. Saving clause.—All rules, regulations and classifications for appointment or promotion in the civil service of the

or any city or civil division thereof, not inconsistent with the provisions of this act, established with the approval of the governor or the state commission under authority of the provisions of this act, shall continue in full force and effect until annulled or amended pursuant to the provisions of this act; and the state civil service commissioners and the municipal civil service commissioners of any city now in office, appointed or designated under the provisions of the law prior to the passage of this act, shall continue in office until their successors are appointed and qualify, and shall have the same tenure and all the powers and duties which they would have if appointed under the provisions of this act. All merit and eligible lists of persons examined prior to the passage of this act, under the civil service rules and regulations in force at the time of such examinations, shall be continued in full force and effect as if formed under the provisions of this act, subject, however, to such reasonable regulation and revision as the rules shall prescribe.

§ 29. Repeal.—Of the laws enumerated in the schedule hereto annexed, that portion specified in the last column is repealed. All other acts or parts of acts, whether general, special or local, and all rules, regulations and classifications for appointment or promotion in the civil service of the state or any civil division thereof, inconsistent with the provisions of this act are hereby repealed; provided, however, that any act done or right accruing, accrued or acquired, or liability, penalty, or punishment incurred prior to the passage of this act shall not be affected or impaired; but the same may be asserted, enforced, prosecuted or inflicted as fully, and to the same extent, as if the several acts herein referred to had not been amended or repealed.

§ 30. When to take effect.—This act shall take effect immediately.

SCHEDULE OF LAWS REPEALED.

Law ^s of.	Chapter.	Sections.
1883	354	All.
1884	312	All.
1884	357	All.
1884	410	All.
1886	29	All.
1887	464	All.
1888	119	All.
1890	67	All.
1892	577	All.
1894	681	All.
1894	716	All.
1894	717	All.
1895	344	All.
1896	821	All.
1897	428	All.
1898	184	All.
1898	186	All.

STATE OF NEW YORK,
Office of the Secretary of State, } ss. :

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom, and the whole of said original law.

Given under my hand and the Seal of office of the Secretary of State, at the City of Albany, this 21st
[L. s.] day of April, in the year one thousand eight hundred and ninety-nine.

J. B. H. MONGIN,
Deputy Secretary of State.



SIXTEENTH ANNUAL REPORT

OF THE

Municipal Civil Service Commission

OF

THE CITY OF NEW YORK

FOR THE

YEAR 1899.

NEW YORK :
MARTIN B. BROWN CO., PRINTERS,
49 TO 57 PARK PLACE.
1500.



MUNICIPAL CIVIL SERVICE COMMISSION
OF THE CITY OF NEW YORK,
New York, January 12th, 1900. }

To the State Civil Service Commission, Albany, N. Y.:

GENTLEMEN—The Municipal Civil Service Commission of The City of New York, in accordance with the provisions of chapter 370 of the Laws of 1899, submits this report of the manner in which said law, and rules and regulations thereunder, have been and are administered, and the results of their administration in said city.

Increasing demands upon the eligible lists and the necessity for almost daily examinations required an addition to the force of examiners, and early in the year the Commission appointed six examiners from the eligible list.

The records for 1899 show that between January 1 and April 19, 148 examinations in the competitive class, physical and mental, were held, in which 4,509 candidates competed.

During the interval between the passage of the present Civil Service Law on April 19, 1899, and the adoption of rules on July 11, 1899, examinations were suspended, and considerable inconvenience resulted to the city departments through the inability of the Commission to furnish eligible lists in all cases where vacancies occurred; especially was this the case in the Department of Public Charities, where changes in the personnel of the employees are constantly occurring, due probably to the low rate of compensation and the character of the employment.

After the promulgation of rules in July, examinations were resumed, and during the remainder of the year 203 com-

petitive examinations, physical and mental, were held. in which 8,124 candidates competed. During the same period 17 non-competitive examinations were held, in which 57 candidates were examined, upon the nomination of appointing officers, in the absence of eligible lists and for provisional appointment for one month under section 14 of the law and under Rule 34 of the Civil Service Rules, making the total number of examinations for the year 368 and the total number of persons examined 12,690.

A table, appended hereto, shows in detail the number and nature of the examinations, the number of candidates examined at each and the results of the examinations.

The non-competitive examinations held for temporary appointment above referred to, were necessary because of the emergency arising from the discharge of all temporary appointees on August 10, as required by Rule 34, and also because of the fact that the Commission was unable to establish eligible lists for all positions under the increased demand for examinations. Since the emergency above mentioned, non-competitive examinations have been virtually suspended.

It is believed that the examinations have been practical in their character, the Commission having endeavored to make them fair tests of the relative capacity and fitness of the applicants for the various branches of the public service. Appeals of candidates from the decisions of the examiners have been heard and considered by the Commission, and in some instances experts have been employed to review the papers and report their findings thereon as an aid to the Commission in passing upon such appeals.

The rule requiring that vacancies in the higher grades be filled, whenever practicable, by the promotion of persons in the lower grades before resorting to the eligible lists prepared for original appointment has been strictly observed.

Transfer from the exempt class to the competitive class has not been authorized in any case, and transfer from the labor

class to the competitive class has been allowed in two instances only, namely, in the Department of Parks, where ten laborers, who had been performing the duties of keepers of the menagerie for periods ranging from two to forty years, were permitted to be transferred to the last-named position for the reason that such position was classified for the first time on September 14, 1899, and the efficient discharge of the duties by the ten men referred to, for a long time prior to such classification, entitled them to the transfer without examination. The other instance was that of a veteran who held the position of driver in the Fire Department and was transferred to a clerkship under section 21 of the law. Transfers in the competitive class have been authorized only in pursuance of the provisions of Rule 40, and when such transfers were not inconsistent with the rules governing promotion.

The provision of section 19 of the Civil Service Law requiring the certificate of the Commission, that all persons named in the pay-rolls have been appointed or employed or promoted in pursuance of law and of the rules made in pursuance of law, has in some instances caused considerable embarrassment, due to the fact that a technical compliance on the part of the Commission with the requirement was impossible, as, for example, in the case of the pay-rolls of the assistant clerks and others in the magistrates' courts, appointed during the interregnum between the passage of the law and the adoption of rules, which necessitated a division of the rolls into two parts, one bearing the names of those appointed in the absence of rules, which this Commission declined to certify, and the other the names of those appointed prior to the enactment of the law.

Also in the Department of Public Charities and in the Department of Correction, where it was incumbent upon the officials in charge to appoint during said interval nurses and orderlies to care for the sick in the hospitals and other institutions, and keepers to guard the prisoners, and where the eligible lists were insufficient to meet the demands; in these

cases the Commission could not attach the certificate required, and some of the appointees have been compelled to apply to the courts for relief. Cases in point are those of *The People ex rel. William J. Chamberlain vs. Charles H. Knox et al.*, and *The People ex rel. Albert G. Wilson vs. Charles H. Knox et al.*, decided by the Appellate Division of the Supreme Court, First Department, at the November term. In the Chamberlain case, the Court held that the appointment of the relator to the position of assistant clerk in the magistrates' court during the interregnum mentioned, and in the absence of an eligible list, was invalid, and the order of the Special Term directing a peremptory writ of mandamus to issue, compelling this Commission to attach its certificate to the pay-roll of the relator, was reversed and the writ denied.

In the Wilson case, the Court also reversed the order of the Special Term directing the issuance of a peremptory writ of mandamus against this Commission, on the ground that the certificate was unnecessary, but held that the appointment of the relator was valid, being a reappointment of a person originally appointed in pursuance of the Civil Service Law and Rules in force at that time, the effect of which was to continue in office uninterruptedly an incumbent who had fulfilled upon his original appointment every condition and requirement constituting the test of merit and fitness then required.

Another case was that of Police Patrolman John E. Schelpp, who was assigned to the rank of roundsman on June 1, during the interregnum mentioned. The Municipal Commission declined to attach the certificate to the pay-roll bearing the increased salary, and the officer obtained a peremptory writ of mandamus at Special Term in the Second Department of the Supreme Court. This Commission appealed to the Appellate Division, Second Department, from the order directing such mandamus to issue, and the appeal has been argued, but not yet decided.

The requirement of the certificate referred to, which necessitates the certification of the pay-rolls, enables the Commission to determine in every case the regularity of the employment and the compliance with the law and the rules in respect thereto. The certificate of the appointing officers required by Rule 32, to the effect that the persons named on the pay-rolls have not been assigned to duties not appropriate to their position, has been attached to all pay-rolls, vouchers and accounts before the same have been approved by this Commission.

During the year 1899 833,768 names were examined and certified to on the weekly rolls; 6,768 names on the semi-monthly rolls, and 226,482 on the monthly rolls, making a total for the year of 1,067,018.

The Commission is required by the Civil Service Law to keep an official roster of the classified civil service of the City and to transmit a copy of the same to the State Commission, with this report. So far as possible, such roster has been prepared, and a copy thereof, showing the names, addresses, positions and compensation of all persons in the classified service, is transmitted herewith. The number of persons in the classified service as shown by the roster is 30,190.

The amendment to Rule 28, made by the State Commission on September 14, 1899, granting to eligibles the privilege of restoration to the list after declining appointment, has produced very satisfactory results. A candidate is now enabled to decline an appointment without losing his opportunity for future certification and appointment. This rule, as amended, has given the greatest relief where residence in a given locality has been a necessary qualification and where the law has not permitted a division of the list as to boroughs.

The number of those appointed from eligible lists since the adoption of rules, July 11, 1899, and dismissed during the probationary period, is eight.

An important part of the work of the Commission has been performed by the Labor Bureau, as will be noticed by refer-

ence to Table No. 5, appended hereto ; 18,147 applications were received and filed, and 13,557 persons were examined during the year.

The New York Trade School, in the Borough of Manhattan, and the Pratt Institute, in the Borough of Brooklyn, have continued to conduct the technical examinations with satisfactory results.

The examinations for the various trades have been practical, and have undoubtedly resulted in the employment of capable men in the city departments.

The following tables are appended hereto and form a part of this report :

Table No. 1—Appointments, etc., in classified service.

- “ “ 2—Examinations.
- “ “ 3—Number of candidates examined 1898, 1899.
- “ “ 4—Civil list and verification of pay-rolls.
- “ “ 5—Statistics of Labor Bureau.

Respectfully submitted,

CHAS. H. KNOX, *President*.
WM. N. DYKMAN,
ALEX. T. MASON,

Commissioners.

STATISTICAL TABLES, 1899.

Table No. 1.

APPOINTMENTS, ETC.

Appointments from eligible lists.....	1,709
Appointments, Schedule A (exempt).....	183
Appointments, temporary (Rule 34).....	217
(App'ts, temporary, since July 11, 1899, 31.)	
Promotions.....	112
Transfers.....	41
Resignations.....	302
Dismissals.....	652
(Dismissals since July 11, 1899, during probation, 8.)	
Reinstatements.....	229
Retirements.....	97
Deaths.....	146

Note—Persons employed in exempted minor positions in the Department of Public Charities, the Department of Correction and in the contagious disease hospitals of the Health Department are not included in the foregoing table.

Number of Applications filed during 1899.

Policemen.....	1,868
Firemen.....	1,614
Miscellaneous.....	12,655
Total.....	16,137

Table No. 2.**EXAMINATIONS AND APPOINTMENTS.**

EXAMINATIONS.	NOTI- FIED.	ABSENT	EXAM- INED.	FAILED	PASSED	POIN- TS
Apothecary or Assistant Apothecary.	41	9	32	20	12	4
Assistant Accountant.....	330	78	252	204	48	41
Assistant Inspector of Combustibles.	36	4	32	28	4	...
Assistant Fire Marshal.....	58	9	49	34	15	3
Assistant Civil Engineer.....	71	19	52	8	44	...
Assistant Engineer, Highways and Parks.....	26		26	2	24	...
Assistant Engineer, Bridges.....	20		20	1	19	...
Assistant Engineer, Docks.....	14		14	1	13	...
Assistant Engineer, Sewers.....	11		11	2	9	...
Assistant Engineer, Water.....	9		9	2	7	...
Assistant Secretary, Park Depart- ment.....	45	11	34	23	11	...
Attendant, Council.....	47	5	42	5	37	...
Attendant, Court.....	338	82	256	37	219	17
Attendant, Laboratory.....	11	4	7	3	4	2
Attendant, Bacteriological Labora- tory.....	13		13	4	9	7
Attendance Officer.....	163	32	131	82	49	5
Axeman	149	71	78	49	29	...
Bookkeeper or Accountant.....	206	41	165	113	52	16
Clerk, Senior (Male).....	424	219	205	122	83	21
Clerk, Optional, Arithmetic (Male).	28		28	15	13	1
Clerk, Optional, Letter Writing....	20		20	2	18	2
Clerk, Optional, Penmanship (Male)	46		46	10	36	6
Clerk, Optional, Penmanship (Fe- male).....	6		6		6	...
Clerk, Optional, Manuscript and Indexing (Male).....	26		26	24	2	...

EXAMINATIONS.	NOTI- FIED.	ABSENT	EXAM- INED.	FAILED	PASSED	AP- POINT'D
Optional, Manuscript (Male).....	25		25	8	17	
Optional, Manuscript (Fe- } male).....	6		6	2	4	
Optional, Indexing (Male)....	26		26	18	13	
Optional, Indexing (Female)....	6		6	4	2	
Optional, Stenography and } Typewriting (Male).....	2		2		2	1
Optional, Bookkeeping (Male).....	17		17	8	9	4
Optional, Senior, Special Optional } (Male).....	17	1	16	8	8	
Optional, Senior, Special Optional } (Female).....	15		15	8	7	
Optional, Junior, Special Optional } (Male).....	2		2		2	
Optional, Junior, Special Optional } (Female).....	1		1	1		
Optional, Senior, Stenog- } raphy (Male).....	1		1	1		
Optional, Senior, Stenog- } raphy and Typewriting (Male)....	7		7	2	5	3
Optional, Senior, Stenog- } raphy and Typewriting (Female)....	10		10	8	2	
Optional, Junior, Stenog- } raphy and Typewriting (Male)....	1		1	1		
Optional, Junior, Stenog- } raphy and Typewriting (Female)....	1		1	1		
Optional, Senior, Type- } writing (Female).....	3		3		3	1
Optional, Junior, Type- } writing (Male).....	1		1		1	1
Optional, Senior, Book- } keeping (Male).....	9		9	3	6	2
Optional, Senior, Book- } keeping (Female).....	4		4	3	1	
Optional, Junior, Book- } keeping (Male).....	1		1		1	1
Junior (Male).....	235	85	150	66	84	30
Junior (Female).....	103	29	74	9	65	
Optional, Penmanship (Male).....	36		36	10	26	7
Optional, Penmanship } (Female).....	22		22	3	19	
Optional, Indexing (Male)....	52		52	16	36	
Optional, Indexing (Female)....	22		22	10	6	

Special open competitive.

EXAMINATIONS.	NOTI- FIED.	ABSENT	EXAM- INED.	FAILED	PASSED IN
*Clerk, Optional, Manuscript (Male).	52		52	18	34
*Clerk, Optional, Manuscript } (Female).....	28		28	15	8
Clerk, Temporary (Male or Female)	337	31	306	141	165
Clerk, Board of Assessors.....	103	16	87	67	20
Clerk, Assistant Chief.....	24	5	19	11	8
Clerk, Assistant Court (Female)....	1		1	1	
Clerk, Assistant Court (Male).....	285	123	159	138	21
Clerk, Burial Permit.....	7		7	1	6
Clerk, Building Department.....	82	17	65	49	16
Clerk, Executive.....	39	5	34	24	10
Clerk, Law.....	32	7	25	14	11
Clerk, Library.....	39	2	35	33	2
Clerk, Ordinance.....	40	6	34	19	15
Clerk, Record.....	72	9	63	46	17
Clerk, Taxes and Assessment.....	141	16	125	106	19
Chainman or Rodman.....	179	45	134	67	67
Chemist.....	8	2	6	5	1
Chief of Bertillon System.....	5		5	2	3
Custodian.....	36	4	32	19	13
Deputy Superintendent, School } Supplies.....	20	7	13		13
Deputy Superintendent of Hospital.	21	6	15	4	11
District Superintendent.....	259	76	183	88	95
Disinfecter.....	48	4	44	14	30
Dock-master.....	148	69	79	61	18
Doorman, Police.....	117	31	86	46	40
Draughtsman, Architectural.....	46	14	32	15	17
Draughtsman, Horticultural.....	1		1		1

EXAMINATIONS.	NOTI- FIED.	ABSENT	EXAM- INED.	FAILED	PASSED	AP- POINT'D
Draughtsman, Mechanical.....	15	5	10	7	3	3
Draughtsman, Topographical.....	182	29	153	88	65	35
Engineman, Pile Driver.....	29	4	25	10	15	15
Engineman, Steam Roller.....	11		11	2	9	3
Examiner, Civil Service.....	80	14	66	17	49	6
Examiner, City Record.....	14	3	11	3	8	3
Examiner, Claims.....	107	15	92	16	76	10
Fireman.....	987	243	739	473	266	*291
Foreman, Repairs of Public Build- ings.....	16		16	11	5	1
Foreman, Section, Street Cleaning..	109	60	49	28	21	
Inspector, Fish.....	80	21	59	44	15	2
Inspector, Food.....	49	16	33	25	8	
Inspector, Fruit.....	225	65	160	82	78	12
Inspector, Meat.....	165	50	115	106	9	1
Inspector, Milk.....	89	16	73	39	34	2
Inspector, Medical.....	192	34	158	77	81	37
Inspector, Offensive Trades.....	44	9	35	23	12	
Inspector, Sanitary (Lay).....	99	30	69	41	28	6
Inspector, Repairs.....	26	4	22	17	5	4
Inspector, Public Buildings.....	31	4	27	19	8	2
Inspector, Repairs and Supplies....	88		88	51	37	7
Inspector, Regulating and Grading..	180	122	58	33	25	2
Inspector, Conduits and Reservoirs..	20	4	16	12	4	3
Inspector, Masonry.....	74	20	54	35	19	2
Inspector, Masonry and Carpentry...	132	40	92	52	40	21

* The excess in the number of appointments to the position of Fireman over the number of candidates shown to have passed the examination for that position, is owing to the fact that a number of appointments were made from an eligible list of Firemen prepared in the former City of Brooklyn prior to consolidation.

EXAMINATIONS.	NOTI- FIED.	ABSENT	EXAM- INED.	FAILED	PASSED	AP- POINT
Inspector, Sewer Connections.....	18		18	11	7	
Inspector, Sewer Construction.....	122	45	77	54	23	
Inspector, Water Meters.....	231	89	132	80	52	
Inspector, Gas Meters ..	90	16	74	51	23	1
Inspector, Lamps and Gas.....	158	40	118	69	49	1
Inspector, Fire Alarm Boxes.....	34	2	32	24	8	
Inspector, Assistant Dump.....	71	20	51	27	24	11
Inspector, Incumbrances.....	126	39	87	42	45	11
Inspector, Weights and Measures...	114	29	85	34	51	11
Investigator, Homeless Men, Char- ities.....	54	11	43	2	41	4
Investigator of Complaints.....	109	6	103	74	29	1
Interpreter, Hebrew.....	18		18	2	16	3
Interpreter, French.....	14		14	2	12	2
Interpreter, Italian.....	30		30	1	29	2
Interpreter, Spanish.....	8		8	5	3	1
Interpreter, German.....	55		55	10	45	2
Janitor.....	115	32	83	28	55	2
Janitress.....	28	5	23	13	10	.. -
Janitor, Engineer.....	101	25	76	25	51	1
Keeper, Prisons (Male).....	357	124	233	85	148	2
Keeper, Prisons (Female).....	1		1		1	.. -
Life Saver.....	15	3	12	4	8	.. -
Leveler.....	66	25	41	15	26	.. -
Mate.....	11	5	6	2	4	2
Matron.....	71	23	48	17	31	1
Nurse (Male).....	7	2	5		5	3
Nurse (Female).....	75	22	53	22	31	26

EXAMINATIONS.	NOTI- FIED.	ABSENT	EXAM- INED.	FAILED	PASSED	AP- POINT'D
Nurse, Head (Male).....	1		1	1		
Nurse, Head (Female).....	8		8	2	6	5
Nurse, Trained (Male).....	4		4		4	
Nurse, Trained (Female).....	15		15		15	14
Office Boy.....	79	19	60	14	46	22
Office Girl.....	107	3	104	9	95	
Orderly, Hospital (Male).....	110	34	76	28	48	29
Orderly, Hospital (Female).....	28	9	19	6	13	6
Orderly, Prison (Male).....	20	8	12	2	10	
Orderly, Prison (Female).....	12	4	8		8	
Oil Collector.....	160	38	122	74	48	13
Page.....	41	3	38	10	28	
Patrolman.....	1,853	181	1,672	1,423	249	116
Physician.....	50	10	40	12	28	7
Pilot.....	35	15	20	6	14	
Process Server.....	120	37	83	6	77	2
Rockman and Blaster.....	5	1	4	1	3	1
Sealer of Weights and Measures....	131	35	96	48	48	9
Searcher.....	82	18	64	30	34	7
Statistician.....	27	7	20	14	6	5
Stenographer and Typewriter (Male).	68	27	41	9	32	8
Stenographer and Typewriter (Fe- } male)..... }	80	38	42	5	37	17
Stenographer, Court.....	66	33	33	8	25	7
Storekeeper.....	58	7	51	28	23	1
Surveyor, Fire Department.....	32	12	20	12	8	8
Supervising Engineer.....	21	4	17	7	10	
Supervisor of Truancy.....	46	15	31	16	15	...

EXAMINATIONS.	NOTI- FIED.	ABSENT	EXAM- INED.	FAILED	PASSED	AP- POINT'D
Superintendent Sewer Disposal Works.....	4		4	2	2	
Superintendent of Repairs and Supplies.....	16	1	15	5	10	
Teacher, General, Charities, Cor- rection	10	...	10	2	8	4
Teacher, Band Music.....	4		4	3	1	1
Telephone Operator (Male).....	29	4	25	8	17	4
Telephone Operator (Female).....	26	3	23	5	18	10
Transitman or Computer.....	66	15	51	19	32	
Veterinarian	33	7	26	8	18	4
Violation Notice Server.....	132	24	108	50	58	8
Watchman	151	74	77	46	31	13
Weighmaster	51	10	41	4	37	
Total.....	13,840	3,269	10,571	5,917	4,654	1,384

Promotions, 1899.

EXAMINATIONS.	NOTIFIED.	ABSENT.	EXAM- INED.	FAILED.	PASSED.
Assistant Director Bacteriologi- cal Laboratory.....	1		1		1
Assistant Engineer	16		16	2	14
Assistant Foreman.....	2		2		2
Axeman	1		1	...	1
Clerks	83	...	83	6	77
Chief of Construction, Fire.....	1		1		1
Chief Inspector, Electrical Con- ductors	1		1		1
Chief, Fire Department.....	1	...	1		1
Chainman and Rodman.....	30		30	5	25
Chief of Battalion.....	65		65	12	53
Diver	1		1		1
Deputy Superintendent School Supplies.....	1		1		1

EXAMINATIONS.	NOTIFIED	ABSENT.	EXAM- INED.	FAILED.	PASSED.
Deputy Chief, Police.....	1		1		1
Hydrographer	1		1		1
Leveler.....	11		11	5	6
Messenger.....	2		2		2
Pilot.....	1		1		1
Section Foreman, Department of Street Cleaning.....	18		18	7	11
Stenographer and Typewriter....	5		5		5
Steward.....	2		2		2
Subpœna Clerk	2		2		2
Superintendent Out-door Poor...	1		1		1
Superintendent Training School.	1		1		1
Transitman	16		16	3	13
Typewriter.....	2		2		2
Rodman	6		6	3	3
Marine Engineer.....	2		2	...	2
	281		281	43	238

Reinstatement, 1899.

EXAMINATIONS.	NOTIFIED.	ABSENT.	EXAM- INED.	FAILED.	PASSED.
Clerks.....	3		3	1	2
Draughtsman	1		1		1
Inspector, Carpentry, Building...	2		2	2	
Measurer.....	1		1	...	1
Orderly	1		1		1
	8		8	3	5

Examinations for Temporary Appointments (Rule 34).

EXAMINATIONS.	EXAM- INED.	FAILED.	PASSED.
Apothecary.....	1		1
Assistant Fire Marshal.....	9	6	3
Assistant Secretary, Park Department.....	1		1
Clerk, Receiving.....	1	..	1
Clerk, Department of Buildings.....	1		1
Chief of Bertillon System.....	2		2
Draughtsman, Horticultural.....	1		1
Deputy Superintendent, Hospital.....	1		1
District Superintendent, Street Cleaning.....	5	5	
Engineman.....	1		1
Examiner, City Record.....	3		3
Foreman, Section, Department of Street Cleaning..	18	7	11
Inspector, Tug and Scow, Street Cleaning.....	5	1	4
Inspector of Heating and Ventilation.....	1		1
	50	19	31

Competitive.

Number of persons notified for examination.....	13,840
Number of persons failed to appear for examination	3,269
Number of persons examined competitively.....	10,571
Number of persons who failed to pass.....	5,917
Number of persons who passed.....	4,654

Promotion.

Number of persons examined.....	281
Number of persons who failed to pass.....	43
Number of persons who passed.....	238

Reinstatement.

Number of persons examined	8
Number of persons who failed to pass	3
Number of persons who passed	5

Summary.

Number of persons whose examinations (competitive) were completed	10,571
Number of persons whose examinations for promo- tion were completed	238
Number of persons whose examinations for reinstate- ment were completed	8
Number of persons whose examinations for temporary appointment were completed	50
Total	10,867

Of the examinations held, one hundred and forty represent different kinds of employment.

In examinations of a technical or professional character, experts upon each subject were consulted.

Number of persons examined physically for the posi- tion of Patrolman	1,853
Number of persons examined physically for the posi- tion of Doorman, Police Department	117
Number of persons examined physically for Fireman, Fire Department	987
Number of persons examined physically for Keepers, Department of Correction	358
Total	3,315

Examinations held during 1899 which are now under process of being rated :

Assistant Accountant.
Apothecary.
Attendance Officer.

Typewriter.
 Examiner of Dependent Children.
 Police Matron.
 Temporary Clerk.
 Chief of Bertillon System.
 Disinfector.
 Coroner's Physician.
 Inspector of Electrical Conductors.
 Surgeon, Fire Department.
 Law Clerk.
 Mechanical Draughtsman.
 Building Inspector of Iron and Steel.
 Engineman.
 Nurse.
 Inspector of Heating and Ventilation.
 Inspector of Elevators.
 Inspector of Plumbing, Light and Ventilation.

Promotions.

Promotion to Assistant Engineman, Department of Bridges.
 Promotion to Examiner, Department of Finance.
 Promotion to Fourth Grade Clerk, Borough President,
 Brooklyn.
 Promotion to Watchman, Department of Water Supply.
 Promotion to Inspector of General Repairs, Department
 of Education.
 Promotion to Fifth Grade Clerk, Fire Department.
 Promotion to Assistant Engineer, Department of Sewers.
 Promotion to Janitor, Department of Education.
 Promotion to Third Grade Clerk, Department of Water
 Supply.
 Promotion to Junior Clerk, Department of Health.
 Promotion to Assistant Foreman, Fire Department.
 Promotion to Foreman, Fire Department.
 Promotion to Engineer of Steamer, Fire Department.
 Promotion to Inspector, Police Department.
 Promotion to Captain, Police Department.
 Promotion to Sergeant, Police Department.

Appointments made during 1899 from eligible lists prepared pursuant to section 1536 of the New York Charter of persons whose positions were abolished or made unnecessary by consolidation :

Assistant Court Clerk.....	2
Assistant Fire Marshal.....	1
Assistant Deputy Receiver of Taxes.....	1
Assistant Engineer (Civil) ...	2
Clerk	40
Chainman ..	3
Engineman (Steam Roller).....	1
Inspector (Medical).....	1
Inspector, Sanitary (Lay).	3
Inspector, Regulating, Grading and Paving.....	13
Inspector of Meters and Water Consumption.....	2
Inspector of Plumbing.....	1
Inspector of Sewers.....	3
Leveler.....	1
Messenger.....	2
Oil Collector.....	2
Stenographer and Typewriter.....	1
Stenographer, Court.....	1
Sealer of Weights and Measures.....	1
Searcher.....	1
Transitman.....	1
Total.....	81

Appointments made during 1899 to positions from eligible lists prepared previous to 1899, and not recorded in the foregoing tables :

Attendant, Bath (Male).....	54
“ “ (Female)	26
“ Cottage.....	2
“ Recreation Pier (Female).....	9
Bookbinder.....	2

Building Inspector of Carpentry.....	12
“ “ “ Iron and Steel.....	1
Clerk (Female).....	1
“ “ Op. sub. Typewriting.....	2
“ Junior (Male) Op. sub. Bookkeeping.....	3
“ “ “ “ “ Typewriting.....	3
“ “ (Female) “ “ “ “.....	4
Collector, Department Docks.....	1
Disinfector, Assistant.....	1
Engineman.....	28
Engineer, Dynamo.....	2
“ Marine.....	2
Inspector, Fuel.....	1
“ Elevator.....	1
“ Pipe Laying.....	1
“ Masonry, Building Department.....	10
“ Electrical Conductors.....	12
“ Plumbing, Light and Ventilation.....	14
“ Regulating, Grading and Paving.....	1
Matron, Police.....	25
Medical Examiner, Civil Service Commission.....	1
Messenger.....	6
“ Building Department.....	7
Steward, Charities.....	1
Typewriter, Female.....	11
Total..	244

Summary.

Appointments during 1899 from list formed pursuant to section 1536 of the New York Charter.....	81
From all other lists.....	1,628
Total.....	1,709

Table No. 3.
COMPARISON OF NUMBER OF CANDIDATES EXAMINED.

	1898.	1899.
January.....	2	1,113
February.....	1	896
March.....	604	1,824
April.....	1,192	1,176
May.....	486	
June.....	2,144	
July.....	612	117
August.....	451	1,833
September.....	1,654	1,833
October.....	668	1,825
November.....	1,100	2,276
December.....	1,254	1,299
Total.....	10,168	12,690

The absence of examinations during the months of May and June and the small number of persons examined during July as compared with other months is owing to the suspension of examinations after the passage of chapter 370, Laws of 1899, on April 19, until the establishment of rules thereunder on July 11, 1899, when examinations were resumed.

Table No. 4.**NEW YORK CITY CIVIL LIST.**

Table showing the number of names appearing upon the pay-rolls of the several departments which are verified as to compliance with the Civil Service Laws :

Department.	Number of Names.
Department of Street Cleaning.....	5,064
" " Finance.....	473
" " Buildings.....	373
Aqueduct Commission.....	106
Department of Taxes and Assessments.....	190
" " Law.....	174
" " Parks.....	1,366
" " Water Supply.....	1,406
Board of Public Improvements.....	201
Department of Bridges.....	750
East River Bridge Commission.....	28
Department of Health.....	884
" " Public Charities.....	1,745
" " Correction.....	376
" " Education (teachers, principals and superintendents not included).....	944
" " Public Buildings, Lighting and Sup- plies.....	812
" " Sewers.....	793
" " Docks and Ferries.....	1,054
" " Fire.....	2,796
" " Highways.....	2,346
" " Police.....	7,642
City Clerk's Office.....	16
" Court.....	36
Court of General Sessions.....	72
" " Special ".....	19
Courts, municipal.....	159
" city magistrates.....	115
Board of Aldermen.....	23
" " Assessors.....	18

Department.	Number of Names.
Council.....	17
Office of President of Borough.....	19
Mayor's Office.....	47
Armory Board.....	2
Board of Estimate and Apportionment.....	2
City Record.....	19
Board of Coroners.....	54
Brooklyn Disciplinary Training School.....	23
Change of Grade Damage Commission.....	6
Municipal Civil Service Commission.....	57
Bureau of Municipal Statistics.....	13
Commissioner of Jurors.....	35
Commissioners of Accounts.....	76
Rapid Transit Commission.....	2
Examining Board of Plumbers.....	5
Brooklyn Public Library.....	33
Total.....	<u>30,190</u>

VERIFICATION OF PAY-ROLLS.

Number of names verified weekly.....	573,768
“ “ “ “ semi-monthly.....	6,768
“ “ “ “ monthly.....	226,482
Total.....	<u>807,018</u>

To the number of names verified weekly (11,034), there should be added 5,000, which represents employees laid off during the winter months, owing to suspension of work. This would approximate 16,000 names verified weekly, which, added to the other names verified yearly, represents an annual total of over 1,000,000.

Table No. 5.**LABOR BUREAU.**

Number of applications filed during the year.....	18,147
Number of applicants cited for physical examination	13,557
Number of applicants failed to appear for physical examination.....	3,478
Number of applicants rejected in physical examination.....	511
Number of applicants accepted in physical examination.....	9,568
Number of applications withdrawn.....	266
Number of applicants examined..	10,079
Number of applicants examined in trades.....	737
Number of applicants rejected in trades examinations	263
Number of applicants accepted in trades examinations	474

Number of appointments in Department of Street Cleaning.....	2,176
Number of appointments in other Departments	1,144

Total.....	3,320
------------	-------

Number of appointments, temporary.....	217
Number of appointments exempt (Department of Charities).....	1,444
Number of changes in title.....	1,236
Number of transfers.....	135

Number of reinstatements, Department of Street Cleaning.....	164
Number of reinstatements, Department of Charities and Correction.....	25
Number of reinstatements, other Departments	838

Total.....	1,027
------------	-------

Number of resignations, Department of Street Cleaning.....	199	
Number of resignations, Charities and Cor- rection	335	
Number of resignations, other Departments..	204	
Total.....	738	
Number of dismissals and suspensions with- out prejudice, Department of Street Cleaning.....	400	
Number of dismissals without prejudice, other Departments.....	739	
	1,139	
Number of dismissals for cause, Department of Street Cleaning.....	9	
Number of dismissals for cause, Department of Charities and Correction.....	618	
Number of dismissals for cause, other Depart- ments.....	29	
	656	
Total.....	1,795	
Number of Deaths.....	96	

TRADE EXAMINATIONS.

TITLE.	PASSED.	FAILED.
Horseshoer.....	6	1
Blacksmith	33	25
Bricklayer.....	65	3
Carpenter.....	71	70
Housesmith.....	14	4
Machinist.....	13	33

TITLE.	PASSED.	FAILED.
Painter.....	77	40
Pipe Fitter.....	19	6
Pipe Caulker.....	42	18
Plumber.....	36	36
Saw Filer.....		2
Stone Cutter.....	34	5
Tapper.....	2	5
Tinsmith and Roofer.....	25	9
Varnisher.....	16	5
Plasterer.....	21	1
Total.....	474	263

APPOINTMENTS.

Batterymen.....	2
Batterymen's Assistant.....	1
Blacksmiths.....	3
Blacksmith's Helpers.....	27
Boatmen.....	16
Bricklayers.....	2
Bridge Tenders.....	8
Butcher.....	1
Cabin Boy.....	1
Capenters, House.....	26
Carpenter, Ship.....	1
Cleaners (Male).....	90
Cleaners (Female).....	64
Cooks (Male).....	9
Cooks (Female).....	12
Deckhands.....	32
Divers.....	2

Dock Builders.....	17
Drivers, Miscellaneous.....	31
Drivers, Department of Street Cleaning.....	570
Dump Boardmen, Department of Street Cleaning..	2
Elevator Men.....	6
Flaggers.....	7
Foremen.....	47
Foremen's Assistants.....	21
Gardeners.....	34
Groundmen.....	2
Harness Makers.....	4
Hose Repairer's Helper.....	1
Hospital Helper (Male).....	1
Hostlers, Department of Street Cleaning.....	15
Laborers.....	358
Laundresses.....	8
Laundrymen.....	2
Linemen.....	2
Machinists.....	4
Machinists' Apprentices.....	2
Machinists' Helpers.....	12
Masons.....	11
Mechanics' Helpers, Department of Street Cleaning.	13
Mowers.....	5
Oiler.....	1
Painters.....	11
Pavers.....	13
Pipe Caulkers.....	6
Pipe Fitter.....	1
Plumbers.....	13
Plumber's Apprentice.....	1
Riggers.....	3
Scowmen.....	3
Seamstresses.....	22
Section Foremen, Assistants to.....	108
Sounders.....	43
Stablemen.....	7
Stable Foreman, Assistants to.....	7

Steward on Tug.....	1
Stokers.....	79•
Stone Cutter.....	1
Sweepers (D. S. C.).....	1,448
Tailor.....	1
Tinsmith.....	1
Toolmen.....	42
Upholsterers.....	2
Varnisher.....	1
Waitresses.....	16
Water Meter Repairer.....	1
Wheelwright.....	1
Horses and Carts.....	7
Teams and Wagons.....	8
Total.....	3,320

SEVENTEENTH ANNUAL REPORT

OF THE

Municipal Civil Service Commission

OF

THE CITY OF NEW YORK

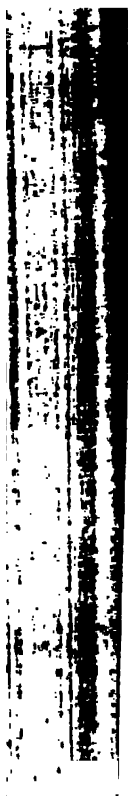
FOR THE

YEAR 1900,

With Rules and Classification, as Amended
to June 20, 1901.



NEW YORK :
MARTIN B. BROWN COMPANY, PRINTERS,
Nos. 49 TO 57 PARK PLACE.
1901.





MUNICIPAL CIVIL SERVICE COMMISSION

REPORT FOR THE YEAR 1900.

MUNICIPAL CIVIL SERVICE COMMISSION OF
THE CITY OF NEW YORK,
NEW YORK, January 12, 1901. }

To the State Civil Service Commission, Albany, N. Y. :

GENTLEMEN—In compliance with the provisions of chapter 370 of the Laws of 1899, the Municipal Civil Service Commission of The City of New York submits this report of the manner in which said law and the rules and regulations thereunder have been and are administered and the results of their administration in said city.

During the year 1900, 380 examinations, physical and mental, were held in the competitive class, in which 11,248 candidates competed. Five non-competitive examinations were held in which 5 persons were examined for provisional appointment for one month, pursuant to Civil Service Rule 34, upon the nomination of appointing officers in the absence of appropriate eligible lists, and six (6) non-competitive examinations were held for reinstatement, under the provisions of Rule 43, in which six (6) candidates were examined. This shows a total of 391 examinations and a total of 11,260 persons examined.

The character and results of such examinations are given in detail in tables hereto appended.

In carrying into effect the requirement of the law and rules as to filling vacancies in the higher grades of the service by the promotion, wherever practicable, of persons occupying places in the lower grades, the Commission has prepared special blank forms to be filled by appointing officers whenever requisition is made, giving the necessary data concerning

Typewriter.
 Examiner of Dependent Children.
 Police Matron.
 Temporary Clerk.
 Chief of Bertillon System.
 Disinfecter.
 Coroner's Physician.
 Inspector of Electrical Conductors.
 Surgeon, Fire Department.
 Law Clerk.
 Mechanical Draughtsman.
 Building Inspector of Iron and Steel.
 Engineman.
 Nurse.
 Inspector of Heating and Ventilation.
 Inspector of Elevators.
 Inspector of Plumbing, Light and Ventilation.

Promotions.

Promotion to Assistant Engineman, Department of Bridges.
 Promotion to Examiner, Department of Finance.
 Promotion to Fourth Grade Clerk, Borough President,
 Brooklyn.
 Promotion to Watchman, Department of Water Supply.
 Promotion to Inspector of General Repairs, Department
 of Education.
 Promotion to Fifth Grade Clerk, Fire Department.
 Promotion to Assistant Engineer, Department of Sewers.
 Promotion to Janitor, Department of Education.
 Promotion to Third Grade Clerk, Department of Water
 Supply.
 Promotion to Junior Clerk, Department of Health.
 Promotion to Assistant Foreman, Fire Department.
 Promotion to Foreman, Fire Department.
 Promotion to Engineer of Steamer, Fire Department.
 Promotion to Inspector, Police Department.
 Promotion to Captain, Police Department.
 Promotion to Sergeant, Police Department.

Appointments made during 1899 from eligible lists prepared pursuant to section 1536 of the New York Charter of persons whose positions were abolished or made unnecessary by consolidation :

Assistant Court Clerk.....	2
Assistant Fire Marshal.....	1
Assistant Deputy Receiver of Taxes.....	1
Assistant Engineer (Civil) ...	2
Clerk	40
Chainman ..	3
Engineman (Steam Roller).....	1
Inspector (Medical).....	1
Inspector, Sanitary (Lay).	3
Inspector, Regulating, Grading and Paving.....	13
Inspector of Meters and Water Consumption.....	2
Inspector of Plumbing.....	1
Inspector of Sewers.....	3
Leveler.....	1
Messenger.....	2
Oil Collector.....	2
Stenographer and Typewriter.....	1
Stenographer, Court.....	1
Sealer of Weights and Measures.....	1
Searcher.....	1
Transitman.....	1
Total.....	81

Appointments made during 1899 to positions from eligible lists prepared previous to 1899, and not recorded in the foregoing tables :

Attendant, Bath (Male).....	54
“ “ (Female)	26
“ Cottage.....	2
“ Recreation Pier (Female).....	9
Bookbinder.....	2

Building Inspector of Carpentry	12
“ “ “ Iron and Steel	1
Clerk (Female)	1
“ “ Op. sub. Typewriting	2
“ Junior (Male) Op. sub. Bookkeeping	3
“ “ “ “ “ Typewriting	3
“ “ (Female) “ “ “	4
Collector, Department Docks	1
Disinfector, Assistant	1
Engineman	28
Engineer, Dynamo	2
“ Marine	2
Inspector, Fuel	1
“ Elevator	1
“ Pipe Laying	1
“ Masonry, Building Department	10
“ Electrical Conductors	12
“ Plumbing, Light and Ventilation	14
“ Regulating, Grading and Paving	1
Matron, Police	25
Medical Examiner, Civil Service Commission	1
Messenger	6
“ Building Department	7
Steward, Charities	1
Typewriter, Female	11
Total.	244

Summary.

Appointments during 1899 from list formed pursuant to section 1536 of the New York Charter	81
From all other lists	1,628
Total.	1,709

Table No. 3.
COMPARISON OF NUMBER OF CANDIDATES EXAMINED.

	1898.	1899.
January.....	2	1,113
February.....	1	896
March.....	604	1,324
April.....	1,192	1,176
May.....	486	
June.....	2,144	
July.....	612	117
August.....	451	1,333
September.....	1,654	1,333
October.....	668	1,825
November.....	1,100	2,276
December.....	1,254	1,299
Total.....	10,168	12,690

The absence of examinations during the months of May and June and the small number of persons examined during July as compared with other months is owing to the suspension of examinations after the passage of chapter 370, Laws of 1899, on April 19, until the establishment of rules thereunder on July 11, 1899, when examinations were resumed.

Table No. 4, civil list and verification of pay-rolls.

Table No. 5, statistics and Labor Bureau.

Rules and Classification.

Civil Service Law and Amendments.

Respectfully submitted,

CHAR. H. KNOX,	} Commissioners.
President,	
WM. N. DYKMAN,	
ALEX. T. MASON,	

Table No. 1.

APPOINTMENTS, ETC.

Appointments from eligible lists.....	1,197
Appointments from eligible lists, section 1536, New York Charter....	5
Appointments, Schedule A (exempt).....	121
Appointments, Schedule A (exempt), minor positions in the Departments of Charities, Correction, Health and Education.....	2,238
Appointments, temporary (Rule 34).....	3
Appointments, temporary (Rule 33).....	886
Promotions.....	371
Transfers.....	91
Resignations.....	236
Resignations, minor positions in the Departments of Charities, Correction, Health and Education.....	777
Dismissals.....	102
Dismissals during probationary period.....	21
Dismissals without prejudice and restored to "preferred" eligible list.....	152
Dismissals, minor positions in the Departments of Charities, Correction, Health and Education.....	1,237
Reinstatements.....	209
Retirements.....	80
Deaths.....	170

APPLICATIONS RECEIVED.

Fireman.....	1,635
Patrolman.....	1,750
Miscellaneous.....	9,553

Table No. 2 "A."
EXAMINATIONS HELD IN 1900.

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Accountant, Anti-Toxin.....	17	3	14	13	1	1
Apothecary.....	14	1	13	3	10	3
Assistant Cashier.....	75	9	66	37	29	2
Assistant Chemist.....	15	1	14	9	5	..
Assistant Engineer, Grade A.....	164	41	123	51	72	21
Assistant Engineer, Grade B.....	41	..	41	14	27	13
Assistant Engineer, Grade C.....	48	1	47	9	38	5
Attendant, Cottage.....	90	18	72	18	54	7
Attendant, Recreation Pier, Female.....	204	68	141	97	44	2
Attendant, Recreation Pier, Male.....	156	46	110	60	50	5
Axeman.....	146	54	92	41	51	12
Bookbinder.....	34	8	26	8	18	3
Cement Tester.....	67	20	47	25	22	3
Chief Bertillon System.....	10	4	6	1	5	1
Clerk, Senior, Male.....	200	138	62	45	17	..
Clerk, Female.....	157	46	111	36	75	1
Clerk, Law.....	94	21	73	50	23	..
Clerk, Street Openings.....	159	67	92	84	8	1
Clerk, Taxes and Assessments.....	197	43	154	127	27	..
Clerk, Temporary.....	267	42	225	134	91	91
Computer of Accounts, Law Department.....	108	29	79	62	17	..
Custodian of Mortgages, Titles, Bonds, etc.....	78	30	48	43	5	1
Deputy Collector, City Revenue.....	82	11	71	51	20	..
Dock Master.....	164	46	118	86	32	..
Draughtsman, Ornamental.....	16	9	7	3	4	3
Draughtsman, Topographical.....	46	14	32	13	19	10
Examiner, Charitable Institution.....	75	6	69	29	40	14
Examiner, Dependent Children.....	126	28	98	34	64	7
Examiner, Finance Department.....	186	46	140	69	71	..
Examiner, Law Department.....	62	5	57	33	24	..
Inspector, Building, Masonry and Carpentry.....	136	47	89	68	21	1
Inspector, Iron and Steel, Rapid Transit.....	43	15	28	19	9	7

Table No. 5.**LABOR BUREAU.**

Number of applications filed during the year.....	18,147
Number of applicants cited for physical examination	13,557
Number of applicants failed to appear for physical examination.....	3,478
Number of applicants rejected in physical examination.....	511
Number of applicants accepted in physical examination.....	9,568
Number of applications withdrawn.....	266
Number of applicants examined.....	10,079
Number of applicants examined in trades.....	737
Number of applicants rejected in trades examinations	263
Number of applicants accepted in trades examinations	474

Number of appointments in Department of Street Cleaning.....	2,176
Number of appointments in other Departments	1,144
Total.....	3,320

Number of appointments, temporary.....	217
Number of appointments exempt (Department of Charities).....	1,444
Number of changes in title.....	1,236
Number of transfers.....	135

Number of reinstatements, Department of Street Cleaning.....	164
Number of reinstatements, Department of Charities and Correction.....	25
Number of reinstatements, other Departments	838
Total.....	1,027

Number of resignations, Department of Street Cleaning.....	199	
Number of resignations, Charities and Cor- rection	335	
Number of resignations, other Departments..	204	
Total.....		738
Number of dismissals and suspensions with- out prejudice, Department of Street Cleaning.....	400	
Number of dismissals without prejudice, other Departments.....	739	
		1,139
Number of dismissals for cause, Department of Street Cleaning.....	9	
Number of dismissals for cause, Department of Charities and Correction.....	618	
Number of dismissals for cause, other Depart- ments.....	29	
		656
Total.....		1,795
Number of Deaths.....		96

TRADE EXAMINATIONS.

TITLE.	PASSED.	FAILED.
Horseshoer.....	6	1
Blacksmith	33	25
Bricklayer.....	65	3
Carpenter.....	71	70
Housesmith.....	14	4
Machinist.....	13	33

TITLE.	PASSED.	FAILED.
Painter.....	77	40
Pipe Fitter.....	19	6
Pipe Caulker.....	42	18
Plumber.....	36	36
Saw Filer.....		2
Stone Cutter.....	34	5
Tapper.....	2	5
Tinsmith and Roofer.....	25	9
Varnisher.....	16	5
Plasterer.....	21	1
Total.....	474	263

APPOINTMENTS.

Batterymen.....	2
Batterymen's Assistant..	1
Blacksmiths.....	3
Blacksmith's Helpers.....	27
Boatmen	16
Bricklayers.....	2
Bridge Tenders	8
Butcher	1
Cabin Boy.....	1
Capenters, House.....	26
Carpenter, Ship.....	1
Cleaners (Male)	90
Cleaners (Female).....	64
Cooks (Male).....	9
Cooks (Female)	12
Deckhands	32
Divers	2

Dock Builders.....	17
Drivers, Miscellaneous.....	31
Drivers, Department of Street Cleaning.....	570
Dump Boardmen, Department of Street Cleaning..	2
Elevator Men.....	6
Flaggers.....	7
Foremen.....	47
Foremen's Assistants.....	21
Gardeners.....	34
Groundmen.....	2
Harness Makers.....	4
Hose Repairer's Helper.....	1
Hospital Helper (Male).....	1
Hostlers, Department of Street Cleaning.....	15
Laborers.....	358
Laundresses.....	8
Laundrymen.....	2
Linemen.....	2
Machinists.....	4
Machinists' Apprentices.....	2
Machinists' Helpers.....	12
Masons.....	11
Mechanics' Helpers, Department of Street Cleaning.	13
Mowers.....	5
Oiler.....	1
Painters.....	11
Pavers.....	13
Pipe Caulkers.....	6
Pipe Fitter.....	1
Plumbers.....	13
Plumber's Apprentice.....	1
Riggers.....	3
Scowmen.....	3
Seamstresses.....	22
Section Foremen, Assistants to.....	108
Sounders.....	43
Stablemen.....	7
Stable Foreman, Assistants to.....	7

Steward on Tug.....	1
Stokers.....	79
Stone Cutter.....	1
Sweepers (D. S. C.).....	1,448
Tailor.....	1
Tinsmith.....	1
Toolmen.....	42
Upholsterers.....	2
Varnisher.....	1
Waitresses.....	16
Water Meter Repairer.....	1
Wheelwright.....	1
Horses and Carts.....	7
Teams and Wagons.....	8
Total.....	<u>3,320</u>

SEVENTEENTH ANNUAL REPORT

OF THE

Municipal Civil Service Commission

OF

THE CITY OF NEW YORK

FOR THE

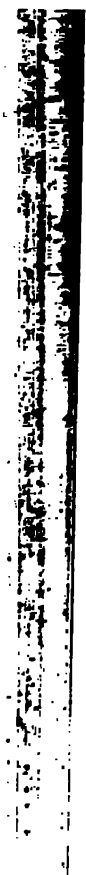
YEAR 1900,

With Rules and Classification, as Amended
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NEW YORK :
MARTIN B. BROWN COMPANY, PRINTERS,
Nos. 49 TO 57 PARK PLACE.

1901.



MUNICIPAL CIVIL SERVICE COMMISSION

REPORT FOR THE YEAR 1900.

MUNICIPAL CIVIL SERVICE COMMISSION OF
THE CITY OF NEW YORK,
NEW YORK, January 12, 1901. }

To the State Civil Service Commission, Albany, N. Y. :

GENTLEMEN—In compliance with the provisions of chapter 370 of the Laws of 1899, the Municipal Civil Service Commission of The City of New York submits this report of the manner in which said law and the rules and regulations thereunder have been and are administered and the results of their administration in said city.

During the year 1900, 380 examinations, physical and mental, were held in the competitive class, in which 11,248 candidates competed. Five non-competitive examinations were held in which 5 persons were examined for provisional appointment for one month, pursuant to Civil Service Rule 34, upon the nomination of appointing officers in the absence of appropriate eligible lists, and six (6) non-competitive examinations were held for reinstatement, under the provisions of Rule 43, in which six (6) candidates were examined. This shows a total of 391 examinations and a total of 11,260 persons examined.

The character and results of such examinations are given in detail in tables hereto appended.

In carrying into effect the requirement of the law and rules as to filling vacancies in the higher grades of the service by the promotion, wherever practicable, of persons occupying places in the lower grades, the Commission has prepared special blank forms to be filled by appointing officers whenever requisition is made, giving the necessary data concerning

Supervisor of Truancy	1
Storekeeper	2
Stenographer and Typewriter	18
Statistician	1
Section Foreman	1
Searcher, Tax Department	4
Topographical Draughtsman	6
Transitman	14
Telephone Operator, Female	1
Violation Notice Server	1
Veterinarian	5
Watchman	10
Weighmaster	3
Total	602

PROMOTION EXAMINATIONS HELD IN 1899. RATED IN 1900.

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Assistant Engineman, Department of Bridges.....	4	..	4	2	2	..
Examiner, Department of Finance.....	10	..	10	2	9	4
Fourth Grade Clerk, Borough President of Brooklyn	1	..	1	..	1	1
Inspector General Repairs, Department of Education.....	3	..	3	1	2	1
Fifth Grade Clerk, Fire Department.....	2	..	2	2	..	1
Assistant Engineer, Department of Sewers.....	6	..	6	..	6	4
Janitor, Department of Education.....	58	..	58	30	38	50
Third Grade Clerk, Department of Water Supply..	1	..	1	..	1	1
Junior Clerk, Department of Health.....	1	..	1	..	1	1
Assistant Foreman, Fire Department	673	..	673	214	459	80
Foreman, Fire Department	143	..	143	38	110	46
Engineer Steamer, Fire Department.....	143	11	132	11	121	22
Inspector, Police Department.....	9	..	9	1	2	2
Captain, Police Department.....	173	..	173	57	116	26
Sergeant, Police Department.....	278	..	278	54	224	..
Inspector, Orderlies, Charities	9	..	9	3	6	4
Junior Clerk, Highways.....	1	..	1	..	1	1
Dump Inspector, Street Cleaning Department.....	10	..	10	2	8	8
Total	1,519	11	1,508	408	1,100	234

Table No. 3.

COMPARISON OF NUMBER OF CANDIDATES EXAMINED.

	1898.	1899.	1900.
January.....	2	1,118	1,882
February.....	1	896	881
March.....	604	1,824	951
April.....	1,192	1,176	1,067
May.....	486		1,536
June.....	2,144		81
July.....	612	117	400
August.....	451	1,838	698
September.....	1,654	1,838	460
October.....	668	1,825	905
November.....	1,100	2,276	1,192
December.....	1,254	1,399	1,792
Total.....	10,168	12,692	11,265

Table No. 4.

NEW YORK CITY CIVIL LIST.

Table Showing the Number of Names Appearing upon the Pay-rolls of the Several Departments, which are Verified as to Compliance with the Civil Service Laws.

DEPARTMENT.	NUMBER OF NAMES.		SEMI-MONTHLY.	TOTAL.
	Monthly.	Weekly.		
Accounts, Commissioners of.....	77			77
Alderman, Board of.....	23			23
Aqueduct Commission.....	89			89
Armory Board.....	2			2
Assessors, Board of.....	19			19
Bridge Commission, East River.....	23			23
Bridges, Department of.....	232	287		569
Buildings, Department of.....	380			380
Brooklyn Disciplinary Training School.....	31			31
Brooklyn Public Library.....	37			37
Charities, Department of.....	1,904			1,904
Correction, Department of.....	375			375

DEPARTMENT.	NUMBER OF NAMES.		SENT-MONTHLY.	TOTAL.
	Monthly.	Weekly.		
City Court	30			30
City Magistrates' Court	104			104
City Clerk's Office	14			16
City Record	28			28
Civil Service Commission	49			49
Coroners, Board of	51			51
Court of Special Sessions	37			37
Court of General Sessions	73			73
Courts, Municipal	128			128
Council	14			16
Change of Grade Damage Commission	6			6
Docks and Ferries, Department of	131	1,085		1,156
Education, Department of	1,054	70		1,124
Estimate and Apportionment, Board of	2			2
Examining Board of Plumbers	4			4
Finance Department	529			529
Fire Department	2,773			2,773
Health Department	964			964
Highways, Department of	250	2,304		2,308
Jurors, Commissioner of	33			33
Law Department	173			173
Library, Queens Borough	9			9
Mayor's Office	42			42
Municipal Statistics, Bureau of	8			8
Parks, Department of	61	1,146	167	1,374
Police Department	7,582			7,582
Presidents of Boroughs	19			19
Public Administrator	8			8
Public Buildings, Lighting and Supplies, Department of	557	309		706
Public Improvements, Board of	151	25		176
Rapid Transit Commission	92	14		106
Sewers, Department of	248	506		644
Street Cleaning, Department of	221	4,760		4,981
Taxes and Assessments, Department of	181			181
Water Supply, Department of	595	855		1,550
Totals	19,530	11,891	167	31,008

VERIFICATION OF PAY-ROLLS.

Number of names verified monthly.....	284,600
Number of names verified weekly.....	587,182
Number of names verified semi-monthly.....	4,008
Total	<u>825,740</u>

To the number of names verified weekly there should be added 5,000, which represents employees laid off during the winter months, owing to suspension of work. This would approximate 20,000 names verified weekly, which, added to the other names verified yearly, represents an annual total of..... 845,740

Table No. 5.

LABOR BUREAU.

Number of applications filed during the year.....	13,635
Number of applicants cited for physical examination.....	5,494
Number of applicants failed to appear for physical examination.....	1,570
Number of applicants rejected in physical examination.....	89
Number of applicants accepted in physical examination.....	3,775
Number of applications withdrawn.....	78
Number of applicants examined.....	3,864
Number of applicants notified for re-examination.....	262
Number of applicants accepted in re-examination.....	195
Number of applicants failed to appear for re-examination.....	67
Number of applicants cited for trades examination.....	65
Number of applicants examined in trades examination.....	61
Number of applicants rejected in trades examination.....	38
Number of applicants accepted in trades examination.....	23
Number of applicants failed to appear for trades examination.....	<u>4</u>
Number of appointments in Department of Street Cleaning.....	888
Number of appointments in other Departments.....	<u>1,363</u>
Total.....	<u>2,251</u>
Number of appointments, emergency.....	221
Number of appointments, temporary.....	182
Number of appointments, exempt (Departments of Charities and Correction).....	1,859
Number of changes in title.....	360
Number of transfers.....	<u>52</u>
Number of reinstatements, Department of Street Cleaning.....	469
Number of reinstatements, other Departments.....	<u>446</u>
Total.....	<u>915</u>

Table No. 4, civil list and verification of pay-rolls.

Table No. 5, statistics and Labor Bureau.

Rules and Classification.

Civil Service Law and Amendments.

Respectfully submitted,

CHAS. H. KNOX,	} Commissioners.
President,	
WM. N. DYKMAN,	
ALEX. T. MASON,	

Table No. 1.

APPOINTMENTS, ETC.

Appointments from eligible lists.....	1,197
Appointments from eligible lists, section 1536, New York Charter....	5
Appointments, Schedule A (exempt).....	121
Appointments, Schedule A (exempt), minor positions in the Departments of Charities, Correction, Health and Education.....	2,238
Appointments, temporary (Rule 34).....	88
Appointments, temporary (Rule 33).....	37
Promotions.....	29
Transfers.....	7
Resignations.....	1
Resignations, minor positions in the Departments of Charities, Correction, Health and Education.....	1
Dismissals.....	
Dismissals during probationary period.....	
Dismissals without prejudice and restored to "preferred" eligible list.....	
Dismissals, minor positions in the Departments of Charities, Correction, Health and Education.....	1
Reinstatements.....	
Retirements.....	
Deaths.....	17

APPLICATIONS RECEIVED.

Fireman.....	1,635
Patrolman.....	1,750
Miscellaneous.....	9,559

APPOINTMENTS.

Bakers	21	Machinists.	2
Batterymen	2	Machinists' Apprentices	3
Batterymen's Assistants	1	Machinists' Helpers	14
Blacksmiths	5	Masons.	2
Blacksmith's Helpers.	9	Mechanics' Helpers.	16
Boatmen	14	Mowers.	17
Bricklayers	4	Oilers	6
Bridge-tenders	18	Painters.	11
Cabinet-maker	1	Pavers	9
Carpenters (House)	18	Pipe Caulkers	11
" (Ship)	7	Pipe Fitters.	1
Cleaners (Male)	69	Plumbers	5
" (Female)	50	Plumbers' Apprentices	7
Cooks (Male)	16	Rammers	8
" (Female)	8	Riggers	4
Coxswains	5	Scowmen	3
Deckhands	19	Seamstresses.	4
Diver	1	Section Foremen, Assistants to,	
Diver's Tender	1	Department of Street	
Dockbuilders	83	Cleaning	18
Drivers (Miscellaneous)	21	Ship Caulkers	4
Drivers (Department of Street		Sounders	4
Cleaning)	556	" (Marine)	68
Dump Boardmen	15	Stablemen	10
Elevator-man	1	Stable Foremen, Assistants to,	
Flaggers	8	Department of Street	
Foremen	25	Cleaning	6
Foremen's Assistants	8	Stokers	71
Gardeners	85	Sweepers, Department of Street	
Gasmakers' Assistants	25	Cleaning	252
Groundman	1	Tappers' Assistant	1
Harnessmakers	4	Tinsmiths	3
Hose Repairers	5	Toolmen	47
Hose Repairers' Helper	1	Waiters	4
Hospital Helpers (Male)	104	Waitresses	3
" (Female)	72	Wheelwrights	3
Hostlers	16	Woodworkers	6
Housesmith	1		
Laborers	378	Total	2,251
Linemen	5		

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Inspector of Making Pipe.....	49	26	28	17	6	1
Inspector of Masonry.....	371	47	224	115	109	23
Inspector of Offensive Trades.....	105	19	86	64	22	1
Inspector of Regulating, Grading and Paving.....	136	50	86	56	30	6
Inspector of School Supplies.....	79	13	66	29	37	3
Inspector of Sewers and Sewer Construction.....	158	80	78	44	34	13
Janitor.....	215	76	139	62	77	1
Janitor-Engineer.....	266	80	186	83	103	8
Keeper of Menagerie.....	25	2	23	13	10	..
Measurer.....	67	16	51	28	23	1
Mechanical Engineer.....	24	11	13	4	9	1
Messenger.....	702	274	428	115	313	1
Nurse.....	17	11	6	5	1	..
Oculist.....	6	..	6	2	4	1
Office Boy.....	125	27	98	35	63	22
Orderly, Hoepital.....	47	12	35	4	31	15
Physician, Coroner's.....	55	11	44	26	18	..
Physician, Resident.....	24	11	13	..	13	5
Stable Foreman.....	161	52	109	38	71	..
Steam Engineer, Marine.....	45	17	28	4	24	..
Steel Chemist.....	4	1	3	1	2	1
Stenographer and Typewriter, (Male).....	102	49	53	11	42	10
Teacher, Charities.....	17	2	15	6	9	..
Telephone Operator.....	76	22	54	7	47	2
Typewriter.....	80	25	55	7	48	13
Mechanical Draughtsman.....	13	4	9	5	4	1
Mechanical Draughtsman, Structural.....	13	..	13	1	12	4
Tax Commiesioner, Deputy.....	96	21	75	32	43	3
Trained Nurse.....	19	..	19	..	19	11
Total	6,274	1,871	4,403	2,186	2,217	390

Table No. 2 "B."**PROMOTION EXAMINATIONS HELD 1900.**

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Apothecary.....	1	..	1	..	1	1
Architectural Draughtsman.....	18	..	18	6	7	6
Assistant Cashier.....	1	..	1	..	1	..
Assistant Court Clerk.....	2	..	2	..	2	2
Assistant Dock Superintendent.....	1	..	1	..	1	1
Assistant Dump Inspector.....	18	..	18	5	18	8
Assistant Engineer.....	9	1	8	5	8	2
Assistant Warrant Clerk.....	5	1	4	1	3	..
Auditor	3	2	1	..	1	1
Axeman.....	6	..	6	3	3	..
Attendant, Bacteriological Laboratory.....	1	..	1	..	1	1
Bandmaster.....	1	..	1	..	1	1
Bookkeeper.....	10	..	10	3	7	3
Chief Inspector.....	4	..	4	..	4	..
Chainman and Rodman.....	14	..	14	3	11	6
Clerk	144	2	142	19	123	78
Deputy Chief, Fire Department.....	7	..	7	..	7	2
Deputy Auditor, Finance.....	4	..	4	..	4	1
Chief Draughtsman, Bridges.....	1	..	1	..	1	1
Deputy Superintendent of Nurses' Training School.....	2	..	2	..	2	2
Deputy Superintendent of School Buildings.....	4	..	4	1	3	..
Deputy Superintendent of School Supplies.....	3	..	3	..	3	2
Deputy Tax Commissioner.....	2	..	2	..	2	2
Engineer.....	2	..	2	..	2	2
Engineer, Marine.....	3	..	3	..	3	2
Engineman, Water Supply.....	20	..	20	14	6	6
Examiner, Finance.....	2	..	2	..	2	1
Examiner, Claims.....	5	..	5	..	5	3
General Superintendent of Hospitals.....	1	..	1	..	1	1
Inspector, Building Department.....	1	..	1	..	1	..
Inspector of Cement.....	1	..	1	..	1	1

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Inspector, Finance.....	8	..	8	5	3	1
Inspector of Iron and Steel.....	2	..	2	..	2	2
Inspector of Masonry.....	1	..	1	..	1	1
Inspector of Masonry and Carpentry.....	40	..	40	11	29	..
Inspector of Painting.....	1	..	1	..	1	1
Inspector of Repairs and Supplies.....	7	4	3	..	3	..
Janitor-Engineer.....	69	1	68	45	23	20
Janitress, Education.....	1	..	1	..	1	1
Keeper of Pipe Yard.....	1	..	1	..	1	1
Keeper of Aqueduct.....	1	..	1	..	1	..
Leveler.....	38	..	38	15	23	19
Librarian.....	24	..	24	7	17	9
Master Mechanic.....	1	..	1	..	1	1
Medical Examiner.....	4	..	4	..	4	1
Medical Inspector.....	65	..	65	32	33	5
Messenger.....	4	..	4	1	3	4
Night Care-Taker.....	1	..	1	..	1	1
Plan Examiner, Buildings.....	1	..	1	..	1	1
Section Foreman, Street Cleaning.....	83	..	83	66	17	17
Stenographer and Typewriter.....	30	..	30	..	30	16
Telephone Operator.....	7	..	7	..	7	7
Transitman.....	7	..	7	1	6	6
Typewriter, Public Improvements.....	4	..	4	..	4	4
Veterinary Surgeon.....	3	..	3	..	3	3
Total.....	694	11	683	243	440	249

Table No. 2 "C."**REINSTATEMENT EXAMINATIONS HELD IN 1900.**

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Axemen	1	..	1	..	1	1
Teacher	1	..	1	..	1	1
Tug and Scow Inspector	1	..	1	1	..	..
Section Foreman	2	..	2	..	2	2
Assistant Stable Foreman	5	..	5	1	4	1
Total	10	..	10	2	8	5

Table No. 2 "D."**NON-COMPETITIVE TEMPORARY APPOINTMENTS, RULE 34.**

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Apothecary	1	..	1	..	1	1
Chief of Bertillon System	1	..	1	..	1	1
Custodian Mortgages, Titles, Bonds, etc.	1	..	1	..	1	1
Engineer, Mechanical	1	..	1	..	1	1
Deputy Collector City Revenue	1	..	1	..	1	1
Total	5	..	5	..	5	5

Table No. 2 "E."**COMPETITIVE.**

Number of persons notified for examination	8,831
Number of persons failed to appear for examination	2,501
Number of persons examined competitively	6,830
Number of persons who failed to pass	3,207
Number of persons who passed	3,123

PROMOTION.

Number of persons examined.....	1,508
Number of persons who failed to pass	402
Number of persons who passed	1,106

REINSTATEMENT.

Number of persons examined.....	10
Number of persons who failed to pass.....	2
Number of persons who passed	8

SUMMARY.

Number of persons whose examinations (competitive) were completed	6,330
Number of persons whose examinations for promotion were completed.....	1,508
Number of persons whose examinations for reinstatement were completed.....	10
Number of persons whose examinations for temporary appointment were completed	5
Total	7,853

In examinations of a technical or professional character, experts upon each subject were consulted.

Number of persons examined physically for the position of Patrolman	1,349
Number of persons examined physically for the position of Doorman, Police Department	124
Number of persons examined physically for Fireman, Fire Department	534
Total	2,007

Table No. 2 "F."

EXAMINATIONS HELD IN 1900 WHICH ARE NOW IN PROCESS OF BEING
RATED.

Court Stenographer.
Fireman.
Lay Sanitary Inspector.
Patrolman.
Weighmaster.

**PROMOTION EXAMINATIONS HELD IN 1900 WHICH ARE NOW IN PROCESS
OF BEING RATED.**

To Assistant Engineers, Department of Bridges.
 To Fourth Grade Clerk, Department of Education.
 To Junior Clerk, Law Department.
 To Third Grade Janitor, Department of Public Buildings, Lighting and
 Supplies.
 To Rodman, Department of Parks.

Table No. 2 "G."

EXAMINATIONS HELD IN 1899 RATED IN 1900.

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Assistant Accountant.....	196	59	137	81	56	14
Apothecary.....	9	2	7	3	4	3
Attendance Officer.....	23	8	20	5	15	5
Chief Bertillon System.....	6	1	5	4	1	..
Clerk, Assistant Court.....	141	52	89	57	32	1
Clerk, Law.....	94	21	73	50	23	..
Clerk, Temporary.....	122	25	97	66	31	31
Disinfector and Assistant Disinfector.....	72	9	63	37	26	..
Draughtsman, Mechanical....	12	3	9	3	6	6
Examiner of Dependent Children.....	126	23	93	34	64	7
Inspector of Electrical Conductors.....	89	22	67	10	57	..
Fireman.....	667	263	399	290	109	116
Inspector of Buildings, Iron and Steel.....	21	5	16	4	12	3
Inspector, Heating and Ventilation.....	28	4	24	10	14	3
Inspector, Plumbing, Light and Ventilation.	109	20	89	41	48	8
Medical Officer, Fire Department.....	94	22	72	52	20	..
Nurse.....	17	3	14	6	8	2
Orderly, Hospital.....	33	6	27	5	22	19
Physician, Coroners'.....	55	11	44	26	18	..
Police Matron.....	534	40	494	230	274	..
Steam Engineman.....	109	26	83	17	66	17
Total.....	2,557	630	1,927	1,021	906	235

Table No. 2 "H."

APPOINTMENTS MADE DURING 1900 FROM ELIGIBLE LISTS PREPARED
PURSUANT TO SECTION 1536 OF THE NEW YORK CHARTER, OF PERSONS
WHOSE POSITIONS WERE ABOLISHED OR MADE UNNECESSARY BY
CONSOLIDATION.

Assistant Court Clerk.....	1
Assistant Engineer.....	1
Axeman.....	1
Transitman.....	1
Truancy Officer.....	1
Total.....	<u>5</u>

PROMOTIONS MADE DURING 1900 TO POSITIONS FROM ELIGIBLE LISTS
PREPARED PREVIOUS TO 1900 AND NOT RECORDED IN THE FOREGOING
TABLES.

Assistant Director, Bacteriological Laboratory.....	1
Assistant Engineer.....	7
Chief of Battalion.....	7
Clerk.....	19
Chief Inspector of Electrical Conduits.....	1
Chainman and Rodman.....	16
District Superintendent.....	3
Draughtsman.....	1
Stenographer, 5th Grade.....	2
Transitman.....	2
Typewriter.....	1
Total.....	<u>93</u>

Table No. 2 "I."

APPOINTMENTS MADE DURING 1900 TO POSITIONS FROM ELIGIBLE LISTS
PREPARED PREVIOUS TO 1900, AND NOT RECORDED IN THE FOREGOING
TABLES.

Attendance Officer.....	7
Architectural Draughtsman.....	1
Assistant Fire Marshal.....	6
Assistant Inspector of Combustibles.....	1
Axeman.....	27
Assistant Engineer.....	4
Assistant Engineer, Bridges.....	6
Assistant Engineer, Sewers.....	1
Assistant Engineer, Water Supply and Aqueduct Commission.....	3
Assistant Engineer, Highways, Parks, etc.....	2
Building Inspector, Masonry and Carpentry.....	17

Bath Attendant	4
Bookkeeper or Accountant	11
Court Attendant	16
Clerk, Building Department	6
Chainman and Rodman	84
Clerk, Male	25
Clerk, Optional Subject Bookkeeping	2
Clerk, Taxes and Assessments	5
Clerk (Female), Typewriting	1
Clerk (Female), Stenography and Typewriting	2
Court Stenographer	2
Copyist, Law Department	1
Deputy Superintendent School Supplies	1
Dock Master	13
District Superintendent	10
Executive Clerk	2
Examiner, CITY RECORD	1
Examiner of Claims	29
Hospital Orderly, Female	4
Hospital Orderly, Male	14
Inspector, Public Buildings	1
Inspector of Water Meters	15
Investigator	2
Inspector, Repairs and Supplies	3
Interpreter	1
Investigator of Complaints	1
Inspector of Repairs	1
Inspector of Incumbrances	7
Janitor	6
Junior Clerk	29
Janitress (Cottage Attendant)	3
Janitor Engineer	4
Keeper	13
Leveler	12
Life Saver	4
Law Clerk	1
Meat Inspector	2
Matron	3
Mechanical Draughtsman	1
Medical Inspector	19
Oil Collector	1
Office Boy	5
Process Server	6
Physician	9
Police Doorman	19
Patrolman	108
Record Clerk	1

Supervisor of Truancy.....	1
Storekeeper.....	2
Stenographer and Typewriter.....	18
Statistician.....	1
Section Foreman.....	1
Searcher, Tax Department.....	4
Topographical Draughtsman.....	6
Transitman.....	14
Telephone Operator, Female.....	1
Violation Notice Server.....	1
Veterinarian.....	5
Watchman.....	10
Weighmaster.....	3
Total.....	<u>603</u>

PROMOTION EXAMINATIONS HELD IN 1899, RATED IN 1900.

	Notified.	Absent.	Examined.	Failed.	Passed.	Appointed.
Assistant Engineman, Department of Bridges.....	4	..	4	2	2	..
Examiner, Department of Finance.....	10	..	10	2	8	4
Fourth Grade Clerk, Borough President of Brooklyn	1	..	1	..	1	1
Inspector General Repairs, Department of Education.....	3	..	3	1	2	1
Fifth Grade Clerk, Fire Department.....	2	..	2	2	..	1
Assistant Engineer, Department of Sewers.....	6	..	6	..	6	4
Janitor, Department of Education.....	58	..	58	20	38	20
Third Grade Clerk, Department of Water Supply..	1	..	1	..	1	1
Junior Clerk, Department of Health..	1	..	1	..	1	1
Assistant Foreman, Fire Department	673	..	673	214	459	80
Foreman, Fire Department	143	..	143	33	110	46
Engineer Steamer, Fire Department.....	143	11	132	11	121	22
Inspector, Police Department.....	3	..	3	1	2	2
Captain, Police Department.....	173	..	173	57	116	16
Sergeant, Police Department.....	278	..	278	54	224	..
Inspector, Orderlies, Charities	9	..	9	3	6	4
Junior Clerk, Highways.....	1	..	1	..	1	1
Dump Inspector, Street Cleaning Department.....	10	..	10	2	8	8
Total ..	1,519	11	1,508	402	1,106	226

Table No. 3.

COMPARISON OF NUMBER OF CANDIDATES EXAMINED.

	1898.	1899.	1900.
January.....	2	1,118	1,339
February.....	1	896	831
March.....	604	1,324	951
April.....	1,198	1,176	1,067
May.....	486		1,536
June.....	2,144		81
July.....	612	117	400
August.....	451	1,388	698
September.....	1,654	1,333	460
October.....	668	1,825	905
November.....	1,100	2,276	1,192
December.....	1,254	1,390	1,792
Total.....	10,168	12,692	11,205

Table No. 4.

NEW YORK CITY CIVIL LIST.

Table Showing the Number of Names Appearing upon the Pay-rolls of the Several Departments, which are Verified as to Compliance with the Civil Service Laws.

DEPARTMENT.	NUMBER OF NAMES.		SEMI-MONTHLY.	TOTAL.
	Monthly.	Weekly.		
Accounts, Commissioners of.....	77			77
Alderman, Board of.....	23			23
Aqueduct Commission.....	89			89
Armory Board.....	2			2
Assessors, Board of.....	19			19
Bridge Commission, East River.....	23			23
Bridges, Department of.....	282	287		569
Buildings, Department of.....	320			320
Brooklyn Disciplinary Training School.....	31			31
Brooklyn Public Library.....	37			37
Charities, Department of.....	1,904			1,904
Correction, Department of.....	375			375

of the examination, and who shall be certified to have been in such service for the said term by the Director of the New York Public Library.

Competitive examination for the position of Attendant in the Public School Reading Room shall be limited to Attendants, Assistant Attendants and Apprentices who have been in the service of the New York Public Library for the period of six months next preceding such examination and who shall be certified by the Director in charge of the New York Public Library to have been in such service for such time.

Competitive examinations for the positions above named shall be conducted according to the rule for promotion examination.

Rule 7.

Vacancies in positions classified in Schedules B, C, D, E and F, not filled by promotion, shall be filled by appointment of those graded highest in open competitive examinations, and for no such position shall any non-competitive examination be allowed, except in accordance with the provisions of Rules 6 and 34.

APPLICATIONS.

Rule 8.

Applicants must file applications for positions included in Schedule A, Part II., B, C, D, E and F, which must be in the handwriting of the applicant and addressed to the "Secretary of the Municipal Civil Service Commission, New York City," showing:

First—His full name, residence and post-office address, age, the place and date of birth, health and physical capacity for the public service, right of preference by reason of military or naval service, residence and business or employment for at least the previous five years, and such other information as may reasonably be required by regulation.

Second—A statement whether such application is limited to any particular office or offices in the service.

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Number of names verified monthly.....	234,600
Number of names verified weekly.....	587,182
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Number of reinstatements, other Departments.....	<u>446</u>
Total.....	<u>915</u>

the laws of the State of New York to practice medicine and surgery.

Second—If the position to be filled be that of Chemist or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

Third—If the position to be filled is that of assistant to the Corporation Counsel, that the applicant or proposed appointee is a regularly admitted member of the bar of the State of New York.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situation, before they can be admitted to examination.

Rule 10.

Defective applications shall be suspended and applicants notified to amend the same. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the rules, the application shall be rejected.

Rule 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person.

Rule 12.

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each

applicant shall sign his examination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All paper upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

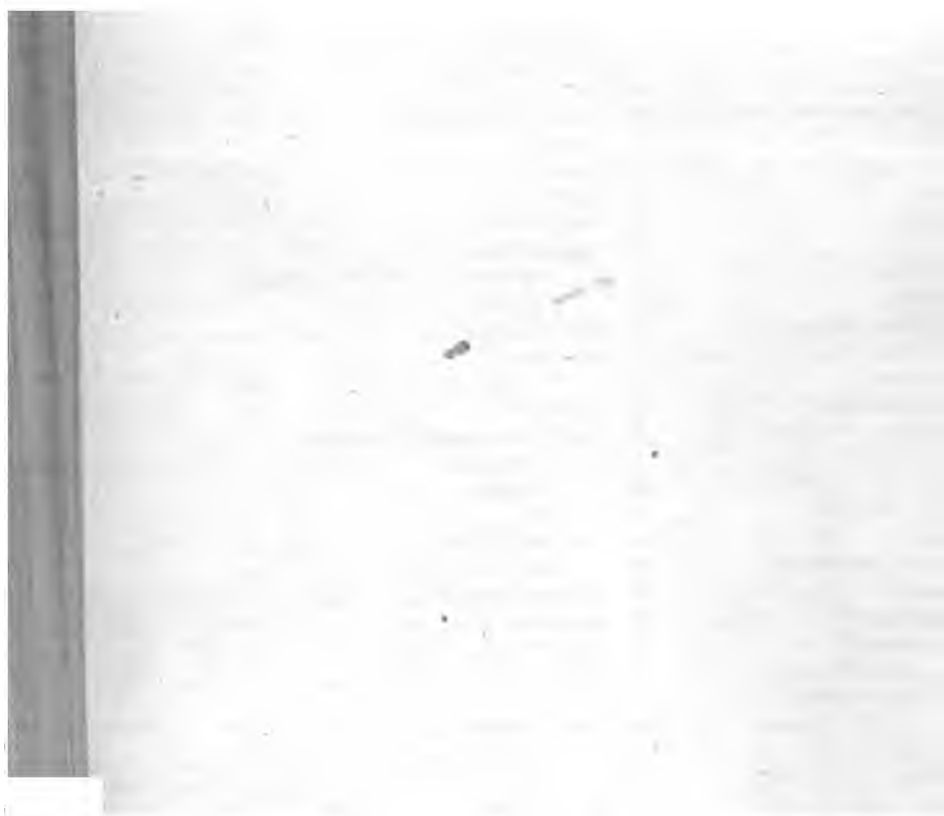
Rule 13.

The Municipal Commission may refuse to examine an applicant, or, after examination, to certify an eligible who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment, or whose character upon investigation and report shall be found not to be satisfactory to the Examining Board.

No person who has entered any examination for a position in the classified service and who has failed therein shall be admitted within nine months from the date thereof to a new examination for the same or a similar position.

Rule 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influences of the appointing officer, or of any person other than the Municipal Commissioners, examiners or experts directly employed by the Municipal Commission.



MUNICIPAL
CIVIL SERVICE COMMISSION
OF
THE CITY OF NEW YORK.

RULES AND CLASSIFICATION,

As Adopted July 11, 1899,
with Amendments to June 20, 1901.

COMMISSIONERS :

CHARLES H. KNOX, President.
WILLIAM N. DYKMAN. ALEXANDER T. MASON.

LEE PHILLIPS, Secretary.
JOHN H. MCCOOEY, Assistant Secretary.



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MUNICIPAL CIVIL SERVICE RULES

OF

THE CITY OF NEW YORK.

Rule 1.

Appointments and promotions in the Civil Service of The City of New York shall be made according to merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive.

Rule 2.

No officer or officers having the power of appointment or employment shall select or appoint any person for appointment, employment, promotion, transfer, or reinstatement, except in accordance with the provisions of the Civil Service Law and the rules and regulations prescribed thereunder.

No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to, or assigned to perform the duties of any position subject to competitive examination, except in accordance with Rule 40.

The violation of any of the provisions of the Civil Service Law, or of these rules, by any person in the Civil Service of the City, shall be considered a good cause for the dismissal of such person from the service.

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?
2. Has he (or she) ever been employed by you, and if so when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation? State upon whose information you answer.

4. In what other occupations has he (or she) been employed State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name

Occupation

Address

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these

questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

Rule 26.

The secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained, and the proficiency in the several subjects shown by the markings.

APPEALS—REVISION.

Rule 27.

Complaints of injustice or unfairness on the part of any examiner or Examining Board, or of any one acting under the Municipal Commission, shall be considered by such Municipal Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

ELIGIBLE LIST.

Rule 28.

Eligible lists shall be prepared by the secretary from time to time, as the needs of the service require, for the different positions and grades in Schedules B, C, D, E and F. Upon each eligible list shall be placed only such persons as have been found by the Examining Board to be duly qualified for the position for which such eligible list is prepared. The candidates shall be placed upon the eligible list in the order shown by the respective percentages of their aggregate markings upon their examinations, and when candidates have been honorably discharged from the military or naval service of the United States in the Civil War, that fact shall be indicated upon said list, and such candidates' names shall be placed at the head of the eligible list in the order shown by their respective percentages. Where an examination for any position or grade takes place before the eligible list for that position

or grade is exhausted, a new eligible list shall be prepared after such examination, to take the place of the former eligible list. The persons upon the former eligible list who have not been examined for the new eligible list shall, unless a period of one year from the date of the original entry of their names on the former list has elapsed, be placed respectively upon the new eligible list in the position to which the percentages of their aggregate markings upon their former examinations would entitle them if such markings had instead been given them upon the new examination.

When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application nor of examination shall give any other advantage in position on the registers to eligibles.

In examinations for promotion, when two or more eligibles on a register have the same average percentage, preference in certification shall be determined by seniority in service.

The term of an eligible list is fixed at not less than one year or more than four years from the date of the establishment of such list. An eligible list, which has been in force for a period of one year shall terminate, provided that a new examination has been held and a new list prepared for the same position. Persons whose names appear upon any such eligible list shall be notified by mail when a new examination is to be held for the same position, and informed that their eligibility will cease upon the establishment of the new eligible list as the result of the new examination.

No person whose name is upon an eligible list may waive his right to certification or appointment except for any one of the following reasons, stated in writing to the appointing officer and to the Municipal Commission:

(1) Residence in a borough other than that in which the duties of the position offered are to be performed.

(2) Insufficiency of the salary attaching to the position offered; or

(3) Temporary inability, physical or otherwise, to accept

SCHEDULE A—PART I.

Rule 6.

Appointments to positions in Schedule A, Part I., may be made without examination, but the appointing officer shall file with the secretary, within five days after making any such appointment, a formal notification thereof, setting forth the full name and address of the appointee, the date of his birth, the position to which he is appointed, the date of appointment, salary, length of his residence in the City of New York, nature of previous employment, whether he has ever been in official service before, and if so, when and where, name of person in whose place appointed and such other statistical information as the Municipal Commission may deem proper for registration. The foregoing provisions shall not apply in the case of appointments to the minor positions in contagious disease hospitals, Department of Health; positions in the Nautical Training School, Department of Education; waitresses, laundresses, cooks, and 950 employees in the Department of Charities; 35 employees and 5 domestics in the Department of Correction, as specified in Schedule A, Part I., of the aforesaid departments.

No office or position shall be deemed to be in the exempt class unless it is specifically named in Schedule A, Part I., of the classification of positions.

Not more than one appointment shall be made to or under the title of any such office or position unless a different number is specifically mentioned in the classification of positions.

SCHEDULE A—PART II.

Appointments to positions in Schedule A, Part II., may be made after non-competitive examination.

Exceptions From Competitive Examination

Appointments to positions in Schedule B, C, D, E and F may be made without competitive examination, as follows :

First—To positions in the competitive class where peculiar and exceptional qualifications of a scientific, professional or educational character are required upon satisfactory evidence that for specified reasons competition in such special case is impracticable and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, and where the Municipal Commission, with the approval of the State Civil Service Commission, has suspended the rules requiring competition, but no such suspension shall be general in its application to such place, and all such cases of suspension shall be reported to the State Civil Service Commission in the annual report made to them, with the reasons for the same.

Second—Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no list of persons eligible for appointment after competitive examination and then only in accordance with the provisions of Rule 34.

Third—To the position of trained nurse, when the applicants are graduates of any of the following-named nurses' training schools: Training School of Bellevue Hospital, Metropolitan Training School, Training School of the City Hospital, Training School of the Kings County Hospital—the names of such applicants may, upon their own application and upon presenting proper diploma, be placed upon the appropriate eligible list with a grading of 100, without further examination, unless required by the Municipal Commission, and shall be certified in response to requisitions in the order of the date of filing application.

Fourth—To the position of Junior Assistant in the Public Library, Borough of Brooklyn, and in the Queens Borough Library, when the applicant shall have passed at least six months in the regular service of either of said libraries as apprentices and without compensation, and shall have

certificate of the secretary shall, in all cases, state the relative standing of each of the persons certified.

The appointing officer shall thereupon fill said vacancy or vacancies by the appointment of one or more of the persons so certified. Until an appointment has been made from said certification or until said certification has been canceled, no new certification shall be made to fill said vacant position or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing officer of the names certified by the secretary, and the secretary shall be notified within twenty-four hours by the appointing power of the appointments or promotions so made. No certification shall be in force for a longer period than fifteen days.

When a requisition is made to fill a position for which no eligible list exists, the secretary shall, after a conference with the Chief Examiner, make certification from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and wherein the qualifications demanded have been determined by examination.

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the secretary shall certify the names of the three persons whose standing on the eligible list for the denoted special subject is the highest. The Examining Board may, at any time, hold a competitive examination to fill a vacancy in a position of this kind if, in their judgment, there is no appropriate eligible list from which to fill the vacant position.

No person on an eligible list shall be certified more than three times to the same appointing officer for the same bureau or institution, except at the request of said appointing officer, unless the person so certified is a veteran, in which case his name shall continue to be certified so long as it remains on the eligible list under these rules.

Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint or promote to office a number smaller than that of the vacancies named by him, he shall not make selection from the whole number certified to him, but only from that number of names

standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

All positions filled by appointment based on optional subjects shall be specifically noticed in the published list of appointments in the official register.

If the appointing officer shall certify that a person named in a certification has declined to accept a position offered, the secretary may certify the name of the person standing next highest upon the eligible list to those already certified.

If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Municipal Commission.

Rule 30.

Notice shall within twenty-four hours be given in writing by the appointing officer to the secretary, of the person or persons appointed, giving the application number, name, address, position, salary and date of appointment, and such other information as the Municipal Commission may require, and a record of the same shall be kept by said secretary.

Rule 31.

Notice of all appointments made under these rules shall be forwarded by the secretary of the Commission within five days to the *City Record* for publication.

Rule 32.

The Commission shall keep in its office an official roster of the classified service of the City of New York, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of these rules. The official roster shall show opposite, or in connection with each name, the date of appointment, employment, promotion or reinstatement.

Third—The certificate of four reputable persons of The City of New York, that they have been personally acquainted with the applicant for at least one year, and believe him to be of good moral character, of temperate and industrious habits and in all respects fit for the service he wishes to enter, and that each of them is willing that such certificate should be published for public information, and will, upon request, give such further information concerning the applicant as he may possess.

Fourth—The foregoing application shall be verified by the oath of the applicant.

The requirements as to citizenship and certificates of character, in case of persons applying for positions under Schedules E and F, and the requirements as to citizenship in case of persons applying for positions under Schedule D, may be modified or dispensed with in the discretion of the commission. All applications for examination shall be filed in the office of the secretary a reasonable length of time before the date of examination, and all applications and other blanks shall be kept at his office, and shall be procurable there only.

Registers of all applicants shall be kept by the Secretary of the Municipal Commission. When the applicants on a register are in excess of such number as can be conveniently examined on the same day, the applicants shall be notified to appear in their order on the register. Whenever the demands of the service may require, the Secretary shall notify the applicants of record, or such number as can conveniently be examined, to appear for examination, giving place, date and hour for such examination.

Rule 9.

Applicants for the following positions must, before being admitted to examination, or before being appointed, present satisfactory evidence as to the following facts:

First—If the position to be filled be that of Physician, Surgeon, Medical Officer, Inspector of Vaccination or Medical Sanitary Inspector—that the applicant is duly authorized by

the laws of the State of New York to practice medicine and surgery.

Second—If the position to be filled be that of Chemist or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

Third—If the position to be filled is that of assistant to the Corporation Counsel, that the applicant or proposed appointee is a regularly admitted member of the bar of the State of New York.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situation, before they can be admitted to examination.

Rule 10.

Defective applications shall be suspended and applicants notified to amend the same. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the rules, the application shall be rejected.

Rule 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person.

Rule 12.

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each

applicant shall sign his examination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All paper upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

Rule 13.

The Municipal Commission may refuse to examine an applicant, or, after examination, to certify an eligible who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment, or whose character upon investigation and report shall be found not to be satisfactory to the Examining Board.

No person who has entered any examination for a position in the classified service and who has failed therein shall be admitted within nine months from the date thereof to a new examination for the same or a similar position.

Rule 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influences of the appointing officer, or of any person other than the Municipal Commissioners, examiners or experts directly employed by the Municipal Commission.

The Municipal Commission shall have power to author ~~ize~~ or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office.

Each examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examination. All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these rules otherwise provide, the Board of Examiners may, in the examination, give such relative importance to the different subjects or matters of examinations as to them may seem fit.

Rule 15.

All examinations shall be in writing, except such as refer to expertness or physical qualities, and except as here otherwise provided.

Whenever an oral examination shall be prescribed as part of any scheme of examination, a stenographic record of such oral questions and answers shall be made, and the transcript thereof shall be preserved with the examination papers of the candidate.

Rule 16.

The sheets of questions shall be numbered and shall be given out in the order of their numbers, each, after the first, being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours without intermission, and no questions given out at any session, to any candidate, shall be allowed to be answered at another session. Each candidate must complete his examination on the obligatory subjects before taking up any of the optional subjects.

Rule 17.

The time allowed for completing the examination shall be announced before the first paper is given out.

For the obligatory subjects the examination shall be confined to a single day.

At or before the commencement of every examination, the weight to be given every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Municipal Commission, upon its request, the general qualifications or attainments, physical or mental, or both, which he deems necessary or proper in the position for which an eligible list is to be formed.

Rule 18.

No question in any examination or proceeding by or under these rules shall relate to political or religious opinions or affiliations, and no appointment or selection to or removal from an office or employment within the scope of these rules shall be in any manner affected or influenced by such opinions or affiliations.

MARKING.

Rule 19.

The examination papers shall be reviewed by each examiner separately, except where otherwise directed by the Municipal Commission, and in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper, subject to the rule as to revision (Rule 27).

Rule 20.

In all examinations each subject shall be marked upon a scale of 100, which number represents the maximum possible attainment.

Rule 21.

Every paper in any examination not formally certified by the examiners shall be signed with his initials in ink by each examiner who has reviewed and marked it.

Rule 22.

Handwriting shall be judged, first, by its legibility (as to the ease with which it can be read); second, from its appearance as to correctness of form and finish and regularity of letters; and, third, by general evidence of care in execution. The markings shall be based on these three general characteristics, but the standard of perfection in each examination shall be fixed by the position to be filled. It shall be highest for clerks and lower for other positions. In case no applicant seems to be entitled to a grade of 100 in the scale adopted, he shall not be so graded; the marking shall be only according to merit. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots, or other evidences of carelessness, shall, proportionately to their number, reduce the marking below 100. Words may be specially dictated for spelling, and the words shall be marked with reference to the ratio the misspelled words bear to the whole number.

Rule 23.

No applicant for the position of senior clerk, third grade, who receives in the ascertained average less than 80 per cent., or for any other position less than 70 per cent., shall be placed upon the eligible list.

No candidate for positions requiring technical or professional knowledge receiving less than 75 per cent. on the technical or special subjects shall be placed upon the eligible list.

No applicant for the position of fireman or policeman who receives on the mental examination an average of less than 70 per cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed upon the eligible list.

In the case of all graded positions, candidates who seek promotion shall be required to obtain 80 per cent. up to and including second grade, and 85 per cent. in all higher grades, and in the case of all grades of the uniformed forces of the Fire and Police Departments, 70 per cent.

Rule 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

Rule 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the secretary to persons who have given recommendation upon his application, unless a satisfactory report of their answers shall have been made by the Examiner of Character :

MUNICIPAL CIVIL SERVICE COMMISSION.

.....NEW YORK.....190 .

SIR : Appended to the application of.....
a position in the Municipal Service as a.....
your general certificate of his (or her) good character and
bits.

In addition to this, it is necessary before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received directly from (or her) certifiers.

I therefore respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the papers to me at your earliest convenience.

Very respectfully yours,

..... Secretary.

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?
2. Has he (or she) ever been employed by you, and if so when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation? State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name

Occupation

Address

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these

questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

Rule 26.

The secretary may give a certificate to any person examined, except under Schedule G, stating the grade which such person attained, and the proficiency in the several subjects shown by the markings.

APPEALS—REVISION.

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Complaints of injustice or unfairness on the part of any examiner or Examining Board, or of any one acting under the Municipal Commission, shall be considered by such Municipal Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

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or grade is exhausted, a new eligible list shall be prepared after such examination, to take the place of the former eligible list. The persons upon the former eligible list who have not been examined for the new eligible list shall, unless a period of one year from the date of the original entry of their names on the former list has elapsed, be placed respectively upon the new eligible list in the position to which the percentages of their aggregate markings upon their former examinations would entitle them if such markings had instead been given them upon the new examination.

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In examinations for promotion, when two or more eligibles on a register have the same average percentage, preference in certification shall be determined by seniority in service.

The term of an eligible list is fixed at not less than one year or more than four years from the date of the establishment of such list. An eligible list, which has been in force for a period of one year shall terminate, provided that a new examination has been held and a new list prepared for the same position. Persons whose names appear upon any such eligible list shall be notified by mail when a new examination is to be held for the same position, and informed that their eligibility will cease upon the establishment of the new eligible list as the result of the new examination.

No person whose name is upon an eligible list may waive his right to certification or appointment except for any one of the following reasons, stated in writing to the appointing officer and to the Municipal Commission :

- (1) Residence in a borough other than that in which the duties of the position offered are to be performed.
- (2) Insufficiency of the salary attaching to the position offered ; or
- (3) Temporary inability, physical or otherwise, to accept

charged soldier, sailor or marine, having served as such in the Union Army or Navy during the War of the Rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the Army or Navy of the United States during the Spanish-American War, or is an honorably discharged soldier, sailor or marine of the regular Army or Navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employment, except for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges and with the right to such employee or appointee to a review by a writ of certiorari. If the position so held by any such honorably discharged soldier, sailor or marine, or volunteer fireman shall become unnecessary or be abolished for reasons of economy or otherwise, the said honorably discharged soldier, sailor or marine, or volunteer fireman holding the same shall not be discharged from the public service, but shall be transferred to any branch of the said service for duty in such position as he may be fitted to fill, receiving the same compensation therefor. Nothing in this section shall be construed to apply to the position of private secretary or deputy of any official or department, or to any other person holding a strictly confidential relation to the appointing officer. A person serving under a probationary or provisional appointment shall not be deemed to be holding a position within the meaning of this section.

REINSTATEMENT.

Rule 43.

Any person employed in any position in the service of the City of New York who shall be certified to the Commission by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the service of the City in the same position in the same de-

pleted prior to April 19, 1899, in which the papers had not been completely rated or the results had not been completely tabulated or entered, shall become eligible lists in full force from the date of the promulgation of these rules or from the date of the subsequent completion of such lists.

CERTIFICATION AND APPOINTMENT.

Rule 29.

Whenever a vacancy shall occur within any grade of any class in Schedules B, C, D, E, F or G, which, in the opinion of the appointing officer, the business of the City requires to be filled, he shall forthwith notify the secretary of the vacancy and state whether the same is to be filled by appointment or by promotion or by reinstatement, and the title of the position, the duties to be performed, the number of vacancies to be filled and compensation to be paid. If the position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship or whether any of the special qualifications denoted by the optional subjects are required, and if so, which.

Appointment shall be made to or employment shall be given in all positions in the competitive and labor classes that are not filled by promotion, reinstatement, transfer or reduction, under the provisions of the Civil Service Law and these rules, by appointment from among those standing highest upon the eligible list prepared by the Municipal Commission, except as otherwise provided in the Civil Service Law.

The secretary shall thereupon, as soon as practicable, certify to the appointing officer for appointment, or for promotion, or for reinstatement, from the eligible list most nearly appropriate to such position as it may then exist, the names of the three persons standing highest on such eligible list, indicating such of them, if any, as are honorably discharged soldiers, sailors or marines of the army or navy of the United States in the late Civil War, citizens and residents of this State. The

any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B.

CLERICAL POSITIONS.

Rule 45.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects :

1. Handwriting.
2. Writing from Dictation.
3. English Spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing or both.
- Optional :
6. Copying from manuscript and indexing.
7. Arithmetic, applied, viz. : practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs ; grammatical correctness and brevity of expression will be considered.
9. Bookkeeping.
10. Expert Penmanship.
11. Typewriting.
12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

Rule 46.

The relative weight given to the several obligatory subjects in making up the average standing in Schedule B shall be as follows :

1. Handwriting.....	30
2. Writing from Dictation	15
3. English Spelling.....	15
4. Arithmetic	20
5. Making a summary, or letter-writing... ..	20
Total of weights.....	100

Rule 47.

The process of ascertaining the absolute standing of each competitor shall be as follows :

MUNICIPAL CIVIL SERVICE COMMISSION.*Results of Examination of Adam Roberts.*

(Date.)

SUBJECTS.	STANDING ON SUBJECT.	WEIGHT GIVEN TO SUBJECT.	PRODUCT OF STANDING AND WEIGHT.
1. Handwriting	83	30	2,490
2. Writing from Dictation.....	90	15	1,350
3. English Spelling.....	68	15	1,020
4. Arithmetic	72	20	1,440
5. Making a Summary.....	70	20	1,400
Total product.....			7,700
Divide Product by Sum of Weights.....	..	100	..
General average standing.....	..	..	77
6. Letter Writing.....	..	..	63

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and shall be recorded in the preceding form as there shown. A

similar form shall be used in stating the result of examination for appointment to position under Schedule A, Part II., C, D, E and F.

At competitive examinations held for the position of Clerk, a separate eligible list will be made up having handwriting as its basis, and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

FIREMEN AND PATROLMEN.

Rule 48.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Municipal Civil Service Commission and Examining Board, and the same shall be filed in the office of the said secretary. For all positions in said schedule, except for Matron and Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

CITY OF NEW YORK.....190..

To the Municipal Civil Service Commissioners of The City of New York:

The undersigned states that he is.....years of age, respectfully asks appointment as.....in the..... Department, City of New York, and refers you to the following testimonials:

Signed.....

Each of the undersigned respectfully represents to the Commissioners of.... City of New York, that he can and does hereby testify that he knows the above appli-

Rule 33.

When the services to be rendered by an appointee are for a temporary period, not to exceed three months, and the need of such service is important and urgent, the appointing officer may appoint from the appropriate eligible list, in accordance with the second paragraph of Rule 29, any person willing to accept such temporary appointment, but the acceptance or declination of any such temporary appointment shall not deprive the appointee of his right to future certification for permanent appointment, nor shall said appointee be entitled to the privileges conferred by the provisions of the rules relating to promotion, transfer, and reinstatement.

Successive temporary appointments shall not be made to the same position under this rule.

In the following offices, when extra clerks are required for temporary employment and a sufficient number of candidates on the eligible list after due certifications will not accept such temporary employment, clerks may be employed without examination during the periods specified respectively; provided, however, that persons appointed from the eligible lists shall be preferred for retention in the office in case the number of employees is reduced.

In the office of the Receiver of Taxes, Department of Finance, during the busy season, for the collection of taxes, for a period not exceeding four months, between September 1 and January 1.

In the office of the Superintendent of Elections, Police Department, during the season when extra clerks are required for purposes of registration, for a period not exceeding forty days.

In the office of the Collector of Assessments and Arrears, for a period not exceeding four months, between August 15 and December 15.

In the office of the Registrar of Water Rates, Department of Water Supply, for a period not exceeding three months, between May 1 and August 1.

But no temporary appointments shall be made to any of the above-mentioned clerkships unless within four months

prior to such appointment a special competitive examination for temporary clerkships has been held.

Upon the termination of the employment of any person employed as the result of an examination pursuant to the provisions of this rule in any of the departments named, the name of said person shall be restored to the eligible list in the order of his original standing for future certification for temporary employment as clerk, but no other right is conferred by this rule upon such person.

Rule 34.

Whenever there are urgent reasons for filling a vacancy in any position in the competitive class, and there is no list of persons eligible for appointment after competitive examination, the appointing officer may nominate a person to the Municipal Commission for non-competitive examination, and if such nominee shall be certified by such Commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination, but such provisional appointment shall not continue for a longer period than one month, nor shall any provisional appointment in force at the time of the adoption and promulgation of these rules continue for a longer period than one month, nor shall successive temporary appointments be made to the same position under this rule.

PROBATION.

Rule 35.

Every original appointment to or employment in any position in the competitive class shall be made for a probationary term of three months, and an appointing or nominating officer in notifying a person certified to him for appointment or employment shall specify the same as for a probationary term only; and if the conduct, capacity and fitness of the probationer are satisfactory to the appointing officer, his retention in the service, after the end of such term, shall be equivalent to his

Schedule.

Name.....	Age.....	Residence.....		
HAS THE APPLICANT ever been examined by the Medical Officer of the Department, and if so, state the result?				
* STATE THE EXACT Weight, A; Height, B; Circumference of Chest, C.	Weight. A.	Height. H. Feet. Inches.	U† At forced Expiration.....	Inches.
			On full Inspiration.....	Inches.
A. IS THE RESPIRING MURMUR clear and distinct over both lungs?	A.			
B. Is the character of the Respiration Full, Easy, and Regular?	B.			
C. Are there any indications of Disease of the Organs of Respiration or their Appendages?	C.			
A. IS THE CHARACTER of the Heart's action Uniform, Free, and Steady?	A.			
B. Are its Sounds and Rhythm Regular and Normal?	B.			
C. Are there any indications of Disease of this Organ or of the Blood Vessels?	C.			
A. IS THE SIGHT good?	A.			
B. Is the Hearing good?	B.			
IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Difficulty of Breathing, or Palpitation?				
A. ARE THE FUNCTIONS of the Brain and Nervous System in a Healthy State?	A.			
B. Has the Brain or Spinal Cord ever been Diseased?	B.			

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or abdominal organs, or the skin, eyes, ears, limbs, etc.

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?

DOES THE APPLICANT display any evidence of having or having had syphilis?

HABITS, use of stimulants and tobacco.

* The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference of at least two inches at forced expiration and on full inspiration.

‡ Syphilitic taint in the applicant must always be regarded as good cause of rejection.

** Obesity must be regarded as a good cause for rejection.

- (a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.
- (b) In the case of Patrolmen in the Police Department the minimum height required is 5 feet 7½ inches and the weight is 138 pounds.
- (c) In the case of Firemen in the Fire Department, the stature shall not be below 5 feet 6½ inches, nor the chest measurement and weight below those marked as the minimum in the subjoined table:

Minimum circumference of the Chest tolerable in applicants.			
Height.	Circumference of Chest.		
Feet.	Inches.		
5	7½	33	
5	8	34	
5	9	34½	
5	10	35	
5	11	35½	
6	—	36	
6	1	36½	
6	2	37	
6	3	37½	
6	4	38	

STATURE AND WEIGHT. — The stature shall not be below 5 ft. 7½ in., nor the weight below that marked as its minimum accompaniment in the subjoined table: **

Height.	Min. Weight.	
Feet.	Inches.	Pounds.
5	7½	138
5	8	140
5	9	145
5	10	150
5	11	155
6	—	160
6	1	165
6	2	170
6	3	175
6	4	180

HEIGHT.		CIRCUMFERENCE OF CHEST.	WEIGHT.
Feet.	Inches.	Inches.	Pounds.
5	6½	36	136
5	7	36	138
5	7½	36	140
5	8	36	145
5	8½	36	150
5	9	36	155
5	9½	36	160
5	10	36	165
5	10½	36	170
5	11	36	175
5	11½	36	180
6		36	185
6	0½	36½	190
6	1	36½	195

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss. :

I.....being duly sworn, depose and say, that I have returned true answers to the inquiries of touching my personal and family health, history, habits and antecedents, and that I am the person described in the above record of examination.

.....

Sworn to before me this {
...day of.....190.. }

Notary Public (or Commissioner of Deeds).

Certificate of Medical and Physical Examiners.

We hereby certify that we have this day carefully and thoroughly examined, in accordance with the above instructions..... and find that he is... sound in limb and body, is.....able-bodied.....of a robust constitution, has good eyesight, and..... good hearing, and in our opinion is.....physically.....qualified to sustain the

labors and exposures, and perform the duties of a and that the above is a truthful record of the examination.

(Signed)

NEW YORK. 190..

Rule 50.

The physical examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission. Such examiner shall report in writing to the Board of Examiners the result of such examination.

Rule 51.

Applicants for positions shall then be submitted for further examination as to general qualifications.

General Qualifications.

1. General character: To include habits and reputation and to be ascertained in such a manner as the Examining Board may determine with the aid directed by Rule 48.

2. Experience: Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. Obligatory subjects:

(a) Spelling.

(b) Handwriting.

(c) Writing down from memory the substance of matter orally communicated.

(d) Arithmetic.

(e) Rules and regulations relating to the duties of the position applied for.

(f) In the case of applicants for positions as Policemen, questions relating to City government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the city naturally inquire. In the case of applicants for Firemen, these questions should be directed to the location of streets and buildings.

Examiner shall prescribe such tests as to him may seem best calculated to determine the relative merit and fitness of the persons entitled to enter the promotion examination.

The appointing officer shall notify the Municipal Commission of any vacancy in a position in his office to be filled by promotion, and thereupon, after consultation with the appointing officer, the Municipal Commission shall direct a competitive examination of those entitled to enter the same under the provisions of this rule, and shall publish the same by notice, giving date and place, posted conspicuously in the office where such vacancy exists, and sent by mail to those eligible for such examination.

No person shall be promoted from any position in Schedule G to any position classified as subject to competitive examination, unless such person shall have served the city creditably for a period of three years in the department in which he is employed, and then only when the promotion is in accordance with these rules, and is in the direct line of duty and according to grade, and the person named shall pass an examination of the same character as required for original appointment to said position.

It shall be the duty of the officer or officers constituting the appointing power in the department in which a vacancy exists to make and forward to the Municipal Commission their joint or several certificates as to the efficiency, character and conduct of every person in such inferior grade who desires to become an applicant for such promotion and a copy of the record of said person in the department to which he belongs. The examining body shall have the right to call upon the appointing officer for further information upon any of the matters before them.

In the uniformed force of the Department of Street Cleaning, in the Borough of Queens, the Borough of Brooklyn and the Borough of Richmond, persons holding positions of places of Dump Boardman, Hostler, Sweeper, Driver, Assistant to Section Foreman, or Assistant to Stable Foreman, who have been employed in the Department of Street Cleaning in any of the aforesaid boroughs for a period of one year, shall

Promotion of Firemen and Policemen.

Rule 54.

Promotions to all positions included in Schedule C shall be made from the next lower grade for ascertained merit, seniority in service and by competitive examination. The subjects of such examination shall be as follows:

1. Writing a letter in form of a report or communication relative to the duties as officer.
2. Handwriting.
3. Knowledge of rules and regulations.
4. Fines and penalties last three years.
5. Arrests for last twelve months.
6. Veracity.
7. Habits as to use of liquor.
8. Ability and energy.
9. Coolness and judgment in emergencies.
10. Deportment toward citizens.
11. Character for maintaining discipline among, and getting good work from, subordinates.
12. Physical condition, including activity and endurance.
13. Knowledge of laws and ordinances relating to his duties.
14. General knowledge of localities.
15. United States Infantry tactics and manual of the use of the club, as authorized by the Department.
16. Fidelity and promptitude in the performance of duty.
17. Conspicuous acts of bravery.

In examining firemen for promotion, numbers 5, 11 and 15 shall be omitted.

In examining officers in the uniformed force of the Fire Department for all grades above Assistant Foreman, numbers 5 and 15 shall be omitted.

The standing of applicants for promotion in reference to subjects 1, 2, 3, 12, 13 and 14 shall be determined by examination. Their standing in reference to subjects 4, 5, 6, 7, 8, 9, 10, 11, 15, 16 and 17 shall be determined by the records of the department in which each man's actions and conduct shall be

The relative weight given to the several obligatory subjects in making up the average standings will be as follows:

(a) Spelling.....	1
(b) Handwriting.....	1
(c) Writing from memory.....	1
(d) Arithmetic.....	1
(e) Rules and regulations relating to duties of position...	4
(f) City information (or knowledge of buildings, etc.).....	2
	—
Total weights.....	10
	=

Rule 52.

In making up the general average of the standing of applicants for positions in Schedule C, except for Matron and Doorman in the Police Department, the relative value of the subject shall be as follows:

Physical qualifications.....	4
Experience.....	1
Obligatory subjects.....	5
	—
Total of values.....	10
	=

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 70 per cent., or whose ascertained average on all is below 70, shall be placed upon the eligible list.

Rule 53.

Under the head of "Rules and Regulations," the examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. They shall be given a reasonable time before the examination a copy of selected rules and regulations covering the more important branches of their future duty.

Promotion of Firemen and Policemen.

Rule 54.

Promotions to all positions included in Schedule C shall be made from the next lower grade for ascertained merit, seniority in service and by competitive examination. The subjects of such examination shall be as follows:

1. Writing a letter in form of a report or communication relative to the duties as officer.
2. Handwriting.
3. Knowledge of rules and regulations.
4. Fines and penalties last three years.
5. Arrests for last twelve months.
6. Veracity.
7. Habits as to use of liquor.
8. Ability and energy.
9. Coolness and judgment in emergencies.
10. Deportment toward citizens.
11. Character for maintaining discipline among, and getting good work from, subordinates.
12. Physical condition, including activity and endurance.
13. Knowledge of laws and ordinances relating to his duties.
14. General knowledge of localities.
15. United States Infantry tactics and manual of the use of the club, as authorized by the Department.
16. Fidelity and promptitude in the performance of duty.
17. Conspicuous acts of bravery.

In examining firemen for promotion, numbers 5, 11 and 15 shall be omitted.

In examining officers in the uniformed force of the Fire Department for all grades above Assistant Foreman, numbers 5 and 15 shall be omitted.

The standing of applicants for promotion in reference to subjects 1, 2, 3, 12, 13 and 14 shall be determined by examination. Their standing in reference to subjects 4, 5, 6, 7, 8, 9, 10, 11, 15, 16 and 17 shall be determined by the records of the department in which each man's actions and conduct shall be

The relative weight given to the several obligatory subjects in making up the average standings will be as follows:

(a) Spelling.....	1
(b) Handwriting.....	1
(c) Writing from memory.....	1
(d) Arithmetic.....	1
(e) Rules and regulations relating to duties of position...	4
(f) City information (or knowledge of buildings, etc.).....	2
	—
Total weights.....	10
	=

Rule 52.

In making up the general average of the standing of applicants for positions in Schedule C, except for Matron and Doorman in the Police Department, the relative value of the subject shall be as follows:

Physical qualifications.....	4
Experience.....	1
Obligatory subjects.....	5
	—
Total of values.....	10
	=

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 70 per cent., or whose ascertained average on all is below 70, shall be placed upon the eligible list.

Rule 53.

Under the head of "Rules and Regulations," the examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. They shall be given a reasonable time before the examination a copy of selected rules and regulations covering the more important branches of their future duty.

any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B.

CLERICAL POSITIONS.

Rule 45.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects :

1. Handwriting.
2. Writing from Dictation.
3. English Spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing or both.
- Optional :
 6. Copying from manuscript and indexing.
 7. Arithmetic, applied, viz. : practical problems in proportion, percentage, interest, discount and average.
 8. Letter-writing on subjects connected with New York City affairs ; grammatical correctness and brevity of expression will be considered.
 9. Bookkeeping.
 10. Expert Penmanship.
 11. Typewriting.
 12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

Rule 46.

The relative weight given to the several obligatory subjects in making up the average standing in Schedule B shall be as follows :

1. Handwriting.....	30
2. Writing from Dictation	15
3. English Spelling.....	15
4. Arithmetic	20
5. Making a summary, or letter-writing... ..	20
Total of weights.....	100

Rule 47.

The process of ascertaining the absolute standing of each competitor shall be as follows :

MUNICIPAL CIVIL SERVICE COMMISSION.

Results of Examination of Adam Roberts.

(Date.)

SUBJECTS.	STANDING ON SUBJECT.	WEIGHT GIVEN TO SUBJECT.	PRODUCT OF STANDING AND WEIGHT.
1. Handwriting	83	30	2,490
2. Writing from Dictation.....	90	15	1,350
3. English Spelling.....	68	15	1,020
4. Arithmetic	72	20	1,440
5. Making a Summary.....	70	20	1,400
Total product.....			7,700
Divide Product by Sum of Weights.....	..	100	..
General average standing.....	..	..	77
6. Letter Writing.....	..	..	55

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and shall be recorded in the preceding form as there shown. A

similar form shall be used in stating the result of examination for appointment to position under Schedule A, Part II., C, D, E and F.

At competitive examinations held for the position of Clerk, a separate eligible list will be made up having handwriting as its basis, and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

FIREMEN AND PATROLMEN.

Rule 48.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Municipal Civil Service Commission and Examining Board, and the same shall be filed in the office of the said secretary. For all positions in said schedule, except for Matron and Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

CITY OF NEW YORK.....190..

To the Municipal Civil Service Commissioners of The City of New York:

The undersigned states that he is.....years of age, respectfully asks appointment as.....in the.....Department, City of New York, and refers you to the following testimonials:

Signed.....

Each of the undersigned respectfully represents to the Commissioners of.....City of New York, that he can and does hereby testify that he knows the above appli-

cant personally, and that he is a man of good moral character, of sober and industrious habits, that he has never known him to be guilty or convicted of any criminal act or disorderly conduct, and each of the undersigned further says that he is not a keeper of a liquor saloon; that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Name..... Residence.....

The second, which must be filled out and signed in the presence of the Secretary or of a Clerk of the Municipal Civil Service Commission, who shall also sign as witness, shall be as follows :

(N. B.—This statement of applicant must be filled out and signed in the presence of the Secretary or of a Clerk of the Civil Service Commission, who shall also sign as witness.)

City of New York.....190 ...

Statement of
 Where were you born?.....
 In what year?..... Month? Day?.....
 Where do you live? (street and number).....
 How long have you lived in New York City?.....
 If not born in the United States, have you been naturalized.....
 When?..... Where?
 Are you married?.....or single?.....or widower? ..
 What family have you?
 Have you been complained of, indicted for or convicted of
 any criminal offense?.....Where?.....
 What is your regular occupation?.....
 What has been the nature of your occupation for the last five
 years?.....
 Have you ever been a policeman (or fireman, as the case may
 be)?..... If so, where?..... and when?.....
 Have you paid or promised to pay, or given any money or
 other consideration to any person, directly or indirectly,
 for any aid or influence toward procuring your appointment?

3. Mathematics.....	20
4. Report, etc.....	15
Total of weights.....	<u>100</u>

SCHEDULE E.

Rule 58.

The general examination for admission to places classified in Schedule E shall be in writing and on the following subjects :

1. The technical knowledge required for the position to be filled.
2. Experience tending to qualify the applicant for that position.

The relative weight given to the subjects shall be as follows :

Technical knowledge.....	6
Experience.....	4
Total of weights.....	<u>10</u>

Applicants for positions in Schedule E must, before being admitted to examination, present satisfactory evidence that they are duly authorized by the laws of the State of New York to practice medicine and surgery.

SCHEDULE F.

Rule 59.

The positions coming under Schedule F being of a miscellaneous character and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

Schedule.

Name.....	Age.....	Residence.....
HAS THE APPLICANT ever been examined by the Medical Officer of the Department, and if so, state the result?		
* STATE THE EXACT Weight, A; Height, B; Circumference of Chest, C.	WEIGHT. A.	HEIGHT. B. Feet. Inches. C+ At forced Expiration.....inches. On full Inspiration.....inches.
A. IS THE RESPIRING MURMUR clear and distinct over both lungs?	A.	
B. Is the character of the Respiration Full, Easy, and Regular?	B.	
C. Are there any indications of Disease of the Organs of Respiration or their Appendages?	C.	
A. IS THE CHARACTER of the Heart's action Uniform, Free, and Steady?	A.	
B. Are its Sounds and Rhythm Regular and Normal?	B.	
C. Are there any indications of Disease of this Organ or of the Blood Vessels?	C.	
A. IS THE SIGHT good?	A.	
B. Is the Hearing good?	B.	
IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Difficulty of Breathing, or Palpitation?		
A. ARE THE FUNCTIONS of the Brain and Nervous System	A.	

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or abdominal organs, or the skin, eyes, ears, limbs, etc.

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?

DOES THE APPLICANT display any evidence of having or having had syphilis?

HABITS, use of stimulants and tobacco.

* The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference of at least two inches at forced expiration and on full inspiration.

‡ Syphilitic taint in the applicant must always be regarded as good cause of rejection.

** Obesity must be regarded as a good cause for rejection.

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the case of Patrolmen in the Police Department the minimum height required is 5 feet 7½ inches and the weight is 138 pounds.

(c) In the case of Firemen in the Fire Department, the stature shall not be below 5 feet 6½ inches, nor the chest measurement and weight below those marked as the minimum in the subjoined table:

STATURE AND WEIGHT. — The stature shall not be below 5 ft. 7½ in., nor the weight below that marked as its minimum accompaniment in the subjoined table: **			† Minimum circumference of the Chest tolerable in applicants.			Circumference of Chest.			Stature and Weight. — The stature shall not be below 5 ft. 7½ in., nor the weight below that marked as its minimum accompaniment in the subjoined table: **		
Feet.	Inches.	Pounds.	Feet.	Inches.	Height.	Feet.	Inches.	Height.	Feet.	Inches.	Pounds.
5	7½	138	5	8	33	5	7½	138	5	7½	138
5	8	140	5	9	34	5	8	140	5	8	140
5	9	145	5	10	35	5	9	145	5	9	145
5	10	150	5	11	36	5	10	150	5	10	150
5	11	155	6	—	37	5	11	155	5	11	155
6	—	160	6	1	38	6	—	160	6	—	160
6	1	170	6	2	39	6	1	170	6	1	170
6	2	175	6	3	40	6	2	175	6	2	175
6	3	180	6	4	41	6	3	180	6	3	180
6	4	185	6	5	42	6	4	185	6	4	185

HEIGHT.		CIRCUMFERENCE OF CHEST.	WEIGHT.
Feet.	Inches.	Inches.	Pounds.
5	6½	36	136
5	7	36	138
5	7½	36	140
5	8	36	145
5	8½	36	150
5	9	36	155
5	9½	36	160
5	10	36	165
5	10½	36	170
5	11	36	175
5	11½	36	180
6		36	185
6	0½	36½	190
6	1	36½	195

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss.:

I.....being duly sworn, depose and say, that I have returned true answers to the inquiries of touching my personal and family health, history, habits and antecedents, and that I am the person described in the above record of examination.

.....

Sworn to before me this }
 ...day of.....190.. }

Notary Public (or Commissioner of Deeds).

Certificate of Medical and Physical Examiners.

We hereby certify that we have this day carefully and thoroughly examined, in accordance with the above instructions..... and find that he is... sound in limb and body, is.....able-bodied.....of a robust constitution, has good eyesight, and..... good hearing, and in our opinion is.....physically.....qualified to sustain the

labors and exposures, and perform the duties of a and that the above is a truthful record of the examination.

(Signed)

NEW YORK. 190..

Rule 50.

The physical examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission. Such examiner shall report in writing to the Board of Examiners the result of such examination.

Rule 51.

Applicants for positions shall then be submitted for further examination as to general qualifications.

General Qualifications.

1. General character: To include habits and reputation and to be ascertained in such a manner as the Examining Board may determine with the aid directed by Rule 48.

2. Experience: Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. Obligatory subjects:

- (a) Spelling.
- (b) Handwriting.
- (c) Writing down from memory the substance of matter orally communicated.
- (d) Arithmetic.
- (e) Rules and regulations relating to the duties of the position applied for.
- (f) In the case of applicants for positions as Policemen, questions relating to City government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the city naturally inquire. In the case of applicants for Firemen, these questions should be directed to the location of streets and buildings.

The relative weight given to the several obligatory subjects, in making up the average standings will be as follows:

(a) Spelling.....	1
(b) Handwriting.....	1
(c) Writing from memory.....	1
(d) Arithmetic.....	1
(e) Rules and regulations relating to duties of position...	4
(f) City information (or knowledge of buildings, etc.).....	2
	—
Total weights.....	10
	==

Rule 52.

In making up the general average of the standing of applicants for positions in Schedule C, except for Matron and Doorman in the Police Department, the relative value of the subject shall be as follows:

Physical qualifications.....	4
Experience.....	1
Obligatory subjects.....	5
	—
Total of values.....	10
	==

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 70 per cent., or whose ascertained average on all is below 70, shall be placed upon the eligible list.

Rule 53.

Under the head of "Rules and Regulations," the examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. They shall be given a reasonable time before the examination a copy of selected rules and regulations covering the more important branches of their future duty.

Promotion of Firemen and Policemen.

Rule 54.

Promotions to all positions included in Schedule C shall be made from the next lower grade for ascertained merit, seniority in service and by competitive examination. The subjects of such examination shall be as follows :

1. Writing a letter in form of a report or communication relative to the duties as officer.
2. Handwriting.
3. Knowledge of rules and regulations.
4. Fines and penalties last three years.
5. Arrests for last twelve months.
6. Veracity.
7. Habits as to use of liquor.
8. Ability and energy.
9. Coolness and judgment in emergencies.
10. Deportment toward citizens.
11. Character for maintaining discipline among, and getting good work from, subordinates.
12. Physical condition, including activity and endurance.
13. Knowledge of laws and ordinances relating to his duties.
14. General knowledge of localities.
15. United States Infantry tactics and manual of the use of the club, as authorized by the Department.
16. Fidelity and promptitude in the performance of duty.
17. Conspicuous acts of bravery.

In examining firemen for promotion, numbers 5, 11 and 15 shall be omitted.

In examining officers in the uniformed force of the Fire Department for all grades above Assistant Foreman, numbers 5 and 15 shall be omitted.

The standing of applicants for promotion in reference to subjects 1, 2, 3, 12, 13 and 14 shall be determined by examination. Their standing in reference to subjects 4, 5, 6, 7, 8, 9, 10, 11, 15, 16 and 17 shall be determined by the records of the department in which each man's actions and conduct shall be

entered, and by such additional satisfactory information as the Municipal Commission or Examining Board may deem necessary and pertinent.

No fireman or patrolman shall be eligible for examination for promotion who has not reached the rank of first grade in his respective position, as defined by chapter 378 of the Laws of 1897.

Whenever positions in Schedule C, for which promotion is sought, call for special or technical knowledge not covered by the above requirements, the Examining Board may fix such subjects as they deem appropriate and necessary, and such subjects shall conform as far as practicable to those fixed in examinations set for similar positions in other schedules.

In any examination for promotion to the grade of Assistant Foreman in the Fire Department, candidates who have served in the position of Engineer of Steamer, or who hold a place upon the eligible list for Engineer of Steamer, shall be given special consideration in rating.

Rule 55.

During the period of probation provided for by these rules all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the department shall require in the School of Instruction, and no person shall receive an appointment to a position in either department unless at the end of the period of probation the Instructor of the School of Instruction shall report to the Commissioners that such applicant is competent to become a member of the force. In the case of persons applying to be members of the Life Saving Corps of the Fire Department, no person shall receive such appointment unless at the expiration of such period of probation the Instructor shall report to the Commissioner of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

SCHEDULE D.

Rule 56.

The Board of Examiners shall examine every applicant eligible under these rules for a position in Schedule D, and shall give a certificate of qualification to such person only when satisfied :

First—That he (or she) is within the limits of age prescribed for the situation named.

Second—That he (or she) is free from any physical defect or disease likely to interfere with the proper discharge of his (or her) duties.

Third—That his (or her) character is such as to qualify him (or her) for such employment ; and

Fourth—That he (or she) possesses the requisite knowledge and ability to enter upon the discharge of the duties of such situation or employment.

The fourth article of the certificate shall be determined by the Examining Board from the results of the competitive examination of the different persons applying for the position to which the appointment is to be made. The examination shall have reference to the special qualifications, expert or otherwise, required for that particular position, and shall be practical in its character.

Rule 57—Part I.

The general examination for admission to the subordinate places in Schedule D (being Part I. of the classification hereto annexed) shall be in writing and on the following subjects :

1. Handwriting (as shown in examination papers).
2. Arithmetic, viz. : addition, subtraction, multiplication and division.
3. Questions relating to the technical knowledge required for the position sought by the applicant.
4. Experience tending to qualify him for that position.

In addition to this, the health and physical vigor of the applicant shall be tested, as hereinafter required.

The relative weight to be given to these several subjects in making up the average standing shall be as follows :

1. Handwriting	1
2. Arithmetic	1
3. Technical knowledge	6
4. Experience	2
Total of weights	<u>10</u>

Rule 57—Part II.

No person shall be admitted as a competitor for appointment to any of the superior positions in Schedule D (being Part II. of the classification hereto annexed), who shall not present to the Examining Board satisfactory evidence that he has received a diploma or certificate from some reputable institution showing that he has pursued in such institution, with credit for two years, a course of study adapted to qualify him for the position which he seeks, or for which his appointment is desired.

He may, however, produce in lieu of such diploma or certificate, certificates from one or more professional men in good standing, to the effect that he has pursued with them or under their direction, and with credit to himself, a course of study similar to that before mentioned for the last three years.

Those admitted to competition for the superior positions in Schedule D shall be examined in writing on the following subjects :

1. The technical knowledge required for the position to be filled, and respecting which the examination is held.
2. Experience tending to qualify the applicant for that position.
3. Mathematics.
4. Writing a report upon an assumed state of facts.

The relative weight to be given to these several subjects shall be as follows :

1. Technical knowledge	50
2. Experience	15

3. Mathematics.....	20
4. Report, etc.....	15
Total of weights.....	100

SCHEDULE E.

Rule 58.

The general examination for admission to places classified in Schedule E shall be in writing and on the following subjects :

1. The technical knowledge required for the position to be filled.
2. Experience tending to qualify the applicant for that position.

The relative weight given to the subjects shall be as follows :

Technical knowledge.....	6
Experience.....	4
Total of weights.....	10

Applicants for positions in Schedule E must, before being admitted to examination, present satisfactory evidence that they are duly authorized by the laws of the State of New York to practice medicine and surgery.

SCHEDULE F.

Rule 59.

The positions coming under Schedule F being of a miscellaneous character and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

PRISON KEEPERS.

Rule 60.

Applicants for the position of Keeper of Prisons and Workhouses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner. The physician making such examination shall answer the following questions in writing and sign his name and address to them :

Has the applicant any organic disease of the following organs, and if so, state what it is ?

Lungs.

Heart.

Kidneys.

Is he free from hernia ?

Is he free from varicose veins ?

Is his sight good ?

Is his hearing good ?

Does he suffer from any nervous disease, as epilepsy or paralysis ?

Are there any circumstances connected with the applicant's health or strength besides what are stated above, that can, in your opinion, tend to render the applicant unfit for prison service as a Keeper ?

If so, state them.

Certificate.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him :

I, ... , do hereby certify that I have examined , the above applicant, and having in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature)

Dated at this day of , 190...

SCHEDULE G.

Rule 61.

Schedule G shall include all laborers and other employees in the City service who shall not be subject to examination under the Civil Service rules, or be especially exempt from examination by said rules or by the statutes of this State.

There shall be appointed by the Municipal Commission, at such salary as they may fix, a Clerk of the Municipal Commissioners of The City of New York, to be known as the Labor Clerk.

It shall be the duty of each Department of the City Service to report, in writing, to the Secretary of the Civil Service Commissioners, within ten days after a written request from him for such report, the names, duties and salaries of all employees hereby classified in Schedule G, who shall, at the date of such request, be in the service of such department.

Rule 62.

All persons seeking any employment classified in Schedule G shall apply for registry for such employment to the Labor Clerk of the Municipal Commissioners, who shall thereupon forthwith deliver to the applicant, or mail to him at the address given by him, a copy of these rules and an application blank of such form as shall be prescribed by the Municipal Commissioners, calling for the name, age, residence and citizenship of the applicant, his previous occupation, and service, if any, in the Army or Navy of the United States in the Civil War, and the date of his discharge therefrom, and proof thereof, and also a certificate of character for the purpose of signature by two reputable residents of New York City, one of whom is or shall have been an employer of the applicant, vouching for his sobriety, trustworthiness, industry and capacity for the labor and employment for which he seeks to be registered.

Upon receiving such application duly filled out and signed by the applicant with his name or mark together with such

SCHEDULE D.

Part I.

Superintendent of Dam Construction.	Engineer Corps. Axeman.
Topographical Draughtsman.	Chainman. Rodman.
Draughtsman.	Leveler.
Inspector.	Transitman.
Engineman.	

Part II.

Assistant Engineer.

SCHEDULE F.

Foreman.	Janitor.
Foreman's Assistant.	Stenographer and Typewriter.
Purveyor.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF BRIDGES.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each borough.	1 Private Secretary to Commissioner.
2 Chief Engineers.	1 Cashier in main office.
1 Consulting Engineer.	1 Cashier in the office of the New York and Brooklyn Bridge.
1 Chief Engineer and Superintendent of the New York and Brooklyn Bridge.	

SCHEDULE B.

Chief Clerk.	Time and Auditing Clerk.
Clerks.	Bookkeeper.

SCHEDULE D.

Part I.

Engineer Corps.	Second Grade—Chief Engineer.
Axeman.	man.
Rodman.	Draughtsman.
Leveler.	Inspector of Bridges.

Transitman.	Inspector of Iron.
Electrical Traction Engineer.	Inspector of Masonry.
First Grade—Engine man	Inspector of Grading.
(stationary).	

Part II.

Assistant Engineer.	Resident Engineer.
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SCHEDULE F.

Stenographer and Typewriter.	Trainmaster.
Ticketman.	Train Dispatcher.
Assistant Ticketman.	Master Mechanic.
Conductor.	Superintendent of Supplies.
Storekeeper.	Foreman.
Messenger.	Assistant Foreman.
Watchman.	Bridge Keeper.
Collector.	Superintendent of Bridges.
Gateman.	Superintendent of Electric
Platform Man.	Light.

SCHEDULE G.

Laborers (Appendix I.).

BROOKLYN PUBLIC LIBRARY.

SCHEDULE A.

Part I.

1 Librarian.	1 Assistant Librarian.
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SCHEDULE B.

Chief Clerk.	Bookkeeper.
Clerk.	

SCHEDULE F.

Librarian in charge of branch library.	Stenographer and Typewriter.
Assistant Librarian in charge of branch library.	Janitor-Engineer.
	Janitor.
Junior Assistant Librarian in charge of branch library.	

Sweeper to fill the place of a Driver or Sweeper who is suspended or temporarily absent from duty from any cause.

Where the labor service of any department or institution extends to separate localities, the Municipal Commission may provide separate registration lists for each district or locality. There shall be separate lists of applicants for different kinds of labor or employment, and the Municipal Commission may establish separate labor lists for various institutions and departments. But the number and character of such separate lists for institutions and departments shall be stated for the information of applicants in the printed application blank, and any person seeking employment in his trade who is duly qualified under these rules shall be registered as eligible for appointment on any or all of such lists for such trade as he may designate. Preference in employment from such lists shall be given according to date of application.

A separate register shall be kept for the positions of Sweeper, Driver and Dump Boardman in the Department of Street Cleaning, and candidates who have passed the physical examination required shall be registered in the order of their applications under the head of the position for which they apply.

The examinations for registry shall be held under the direction of the Municipal Commissioners as often as the City service may require.

Rule 64.

When the services of laborers or other employees included in Schedule G are required in any department of the City service, the officer of such department thereto duly authorized shall make a written requisition upon the Labor Clerk, stating the number of persons required and the time and place of employment. Upon receiving such requisition the Labor Clerk, under the direction of the Municipal Commission, shall certify to such officer the names of persons on the registered list found qualified for the kind of labor required, stating as to each name, address and registration number, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information

as the Municipal Commission may direct. In making such certificates, the Labor Clerk shall certify :

First—Veterans of the Army or Navy of the United States in the Civil War, who are residents and citizens of this State.

Second—Persons not veterans.

If there be no sub-divisions covering the kind of labor required, or if the names in such sub-division be exhausted, the Labor Clerk shall certify from the sub-division covering unskilled labor, unless the officer making the requisition shall designate some other sub-division and there shall be names enough therein to comply with the requisition ; in such case the certification shall be made from such sub-division.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within twenty-four hours from the date of appointment the names, registration numbers and residences of the persons so selected, provided, however, that whenever the officer shall employ a smaller number than called for in the requisition, he shall not make selection therefor from the whole number certified to him, but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies actually filled.

Rule 65.

The name of any person shall remain upon the registered list for appointment not longer than one year from the date on which it is entered on such list, except after re-examination, as provided in Rule 63. In the case of every employee the department of the City service employing him shall forthwith report him to the Labor Clerk, together with the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Municipal Commissioners for that purpose, the date of such termination and the reason therefor, and the substance of such report shall be entered upon the registry against the name of such employee. No employee whose employment is terminated for the reason of failure to work, incompetence, or physical or moral disqualifi-

cations, shall be restored to the registry or be again eligible for registration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the Examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

REINSTATEMENT.

Any person employed in any position classified in Schedule G who shall be certified to the Municipal Commission by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position in the borough of which he is a resident, within one year next following his leaving the service. If such employment was after due certification for the same under these rules, or under statutes in force at the time the examinations were held, such persons may be re-employed without further examination. If it was not subject to these rules, or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules.

Rule 66.

In case there are no eligible lists existing from which appointments may be made to any position in Schedule G, if requisition is made by an appointing officer, the Labor Clerk shall certify the fact to the officer making the requisition, who shall then select such employees as may be immediately required under these rules.

Laborers so employed shall not be retained for a longer period than one week, unless they shall present themselves at the Municipal Civil Service Labor Office for registration in the manner and under the conditions prescribed for those seeking employment, as set forth in the special rules in relation to the employment of laborers.

TRANSFERS.

Rule 67.

No transfer from one position in Schedule G to another position in the same schedule shall be allowed, unless the persons to be transferred shall have served at least one year in the position from which the transfer is to be made, and then only upon passing an examination equivalent to that required for the position to which he is to be transferred.

No person shall be appointed or employed under any title not appropriate to the duties to be performed.

No Laborer or other employee whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position, or be appointed or promoted to any position classified in either of the other schedules, except upon the conditions prescribed in the Civil Service Rules for appointment or promotion to such position, but in the Department of Street Cleaning, during the winter season, members of the uniformed force may be detailed for clerical or other duty in the snow and ice office.

APPENDIX I.

Classification of the Civil Service of The City of New York.

Schedule A, Part I, comprises all positions which are ~~n~~ subject to examination.

Schedule A, Part II, comprises all positions which ~~a~~ subject to non-competitive examination.

Schedule B comprises all positions of a clerical nature.

Schedule C comprises the uniformed forces of the Police and Fire Departments.

Schedule D comprises all positions requiring special expert knowledge, and which are not included in Schedule E.

Schedule E, comprises all positions calling for medical service.

Schedule F comprises all positions of a miscellaneous character.

Schedule G comprises the labor service, as follows:

(Letters of recommendation from former employers must be furnished by applicants for all positions other than common laborer.)

Assistant to Section Fore-	*Bricklayer,
man (Department of Street	Bridge Tender,
Cleaning),	Butcher,
Assistant to Stable Foreman	Cabin Boy,
(Department of Street	Cabinetmaker,
Cleaning),	*Carpenter (House),
Baker,	Carpenter (Ship),
Barber,	*Cement Worker,
Basket Maker,	Cleaner (Male or Female),
Batteryman,	Cook (Male),
Batteryman's Assistant,	Cooper,
*Blacksmith,	Coppersmith,
Blacksmith's Helper,	Coxswain,
Boat Builder,	Cutter,
Boatman,	Deckhand,
*Boilermaker,	Diver,

* Subject to trade examination.

nder,	*Painter (Grainer),
ler,	*Painter (House),
	*Painter (Letterer),
ardman (Depart-	*Painter (Striper),
Street Cleaning),	Paver,
n,	*Pipe Caulker,
	*Pipe Fitter,
Assistant,	*Plasterer,
f Laborers,	*Plumber,
	Plumber's Apprentice,
,	Rammer,
's Assistant,	Rigger,
n,	*Roofer,
aker,	*Saw Filer,
er,	Scowman,
irer,	Seamstress,
irer's Helper,	Ship Caulker,
Helper (Male or	Shoemaker,
	Sounder,
elper (Mechanic)	Stableman,
partment of Street	Steward on Tug,
),	Stoker,
th,	*Stone Cutter,
	Sweeper (Department of Street
Markets,	Cleaning),
	Switchman,
,	Tailor,
;	*Tapper,
s Apprentice,	*Tapper's Assistant,
s Helper,	*Tinsmith,
	Toolman,
(Department of	Truckman,
leaning),	Upholsterer,
s Helper (Depart-	*Varnisher,
Street Cleaning),	Waiter (Male or Female),
	Wheelwright,
	Woodworker.
Decorator),	
t to trade examination.	

See—Reference to regulations concerning schedules :

Schedule A, pages 7, 8.
 Schedule B, pages 33, 34.
 Schedule C, pages 35-44.
 Schedule D, pages 44, 45, 46.
 Schedule E, page 46.
 Schedule F, page 47.
 Schedule G, pages 48-54.
 Appendix I, page 55.

COMMISSIONERS OF ACCOUNTS.

SCHEDULE A.

Part I.

1 Chief Clerk. 13 Examiners.
 2 Confidential Stenographers. 3 Engineers.

SCHEDULE B.

Clerks. Office Boy (or Girl).

SCHEDULE D.

Part I.

Engineers.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

SCHEDULE G.

Laborers (Appendix I).

BOARD OF ALDERMEN.

SCHEDULE A.

Part I.

1 Clerk. 1 Sergeant-at-Arms.
 1 Deputy Clerk. 5 Assistant Sergeants-at-Arms.
 1 Journal Clerk.

SCHEDULE B.

Clerks. Engrossing Clerk.

SCHEDULE F.

Librarian. Stenographer and Typewriter.
 Messenger. Doorman.

ARMORY BOARD.

SCHEDULE A.

Part I.

1 Secretary.

SCHEDULE B.

Clerks. Office Boy (or Girl).

SCHEDULE D.

Part II.

Clerk of the Work (Inspector).

SCHEDULE F.

Stenographer and Typewriter. Messenger.

Janitor.

BOARD OF ASSESSORS.

SCHEDULE A.

Part I.

1 Secretary.

SCHEDULE B.

Chief Clerk. Map Clerk.
Clerks. Record Clerk.
Accountant.

SCHEDULE D.

Part I.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter. Messenger.

AQUEDUCT COMMISSION.

SCHEDULE A.

Part I.

1 Secretary. 1 Confidential Stenographer.
1 Auditor. 4 Division Engineers.
1 Chief Engineer.

SCHEDULE B.

Chief Clerk. Assistant Secretary.
Clerks. Office Boy (or Girl).

SCHEDULE D.

Part I.

Superintendent of Dam Construction.	Engineer Corps. Axeman.
Topographical Draughtsman.	Chainman. Rodman.
Draughtsman.	Leveler.
Inspector.	Transitman.
Engineman.	

Part II.

Assistant Engineer.

SCHEDULE F.

Foreman.	Janitor.
Foreman's Assistant.	Stenographer and Typewriter.
Purveyor.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF BRIDGES.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each borough.	1 Private Secretary to Commissioner.
2 Chief Engineers.	1 Cashier in main office.
1 Consulting Engineer.	1 Cashier in the office of the New York and Brooklyn Bridge.
1 Chief Engineer and Superintendent of the New York and Brooklyn Bridge.	

SCHEDULE B.

Chief Clerk.	Time and Auditing Clerk.
Clerks.	Bookkeeper.

SCHEDULE D.

Part I.

Engineer Corps.	Second Grade—Chief Engineer.
Axeman.	man.
Rodman.	Draughtsman.
Leveler.	Inspector of Bridges.

Transitman.	Inspector of Iron.
Electrical Traction Engineer.	Inspector of Masonry.
First Grade—Engine man (stationary).	Inspector of Grading.

Part II.

Assistant Engineer.	Resident Engineer.
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SCHEDULE F.

Stenographer and Typewriter.	Trainmaster.
Ticketman.	Train Dispatcher.
Assistant Ticketman.	Master Mechanic.
Conductor.	Superintendent of Supplies.
Storekeeper.	Foreman.
Messenger.	Assistant Foreman.
Watchman.	Bridge Keeper.
Collector.	Superintendent of Bridges.
Gateman.	Superintendent of Electric
Platform Man.	Light.

SCHEDULE G.**Laborers (Appendix I.).****BROOKLYN PUBLIC LIBRARY.****SCHEDULE A.****Part I.**

1 Librarian.	1 Assistant Librarian.
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SCHEDULE B.

Chief Clerk.	Bookkeeper.
Clerk.	

SCHEDULE F.

Librarian in charge of branch library.	Stenographer and Typewriter.
Assistant Librarian in charge of branch library.	Janitor-Engineer.
Junior Assistant Librarian in charge of branch library.	Janitor.

SCHEDULE G.
Laborers (Appendix I.).

DEPARTMENT OF BUILDINGS.

SCHEDULE A.

Part I.

- 1 Secretary to the Board of 6 Superintendents of Build-
Buildings. ings.
- 1 Private Secretary to each
Commissioner.

SCHEDULE B.

- Clerks. Chief Clerk.
- Office Boy (or Girl).

SCHEDULE D.

Part I.

- Building Inspector of Plumb- Building Inspector of Iron
ing, Light and Ventilation. and Steel Construction.
- Building Inspector of Ma- Inspector to Supervise Ele-
sonry and Carpentry. vators (Machinists).

SCHEDULE F.

- Stenographer and Type - Server of Violation Notices.
writer. Watchman.
- Messenger.

SCHEDULE G.
Laborers (Appendix I.).

BROOKLYN DISCIPLINARY TRAINING SCHOOL
FOR BOYS.

SCHEDULE A.

Part I.

- 1 Superintendent.

SCHEDULE B.

Part I.

- Clerks.

SCHEDULE D.

Part I.

Engineman (Stationary).

SCHEDULE E.

Physician.

SCHEDULE F.

Keeper.	Teacher.
House Mother.	Instructor in Military Tactics.
Instructor in Manual Training.	Stenographer and Typewriter.
	Placing Out Agent.
Caretaker.	Woman Principal.

SCHEDULE G.

Laborers (Appendix I.).

CHANGE OF GRADE COMMISSION.

SCHEDULE B.

Clerks.

SCHEDULE F.

Stenographer and Typewriter.

DEPARTMENT OF PUBLIC CHARITIES.

SCHEDULE A.

Part I.

1 Secretary to Department.	23 Waitresses, whose compensation does not exceed \$20 per month.
1 Private Secretary.	
1 Superintendent of Out-Door Poor.	16 Laundresses, whose compensation does not exceed \$20 per month.
1 General Medical Inspector.	
6 Chaplains.	20 Cooks (female), whose compensation does not exceed \$20 per month.
460 Pupil Nurses of Training School, whose compensation does not exceed \$180 per annum.	950 employees, whose compensation does not exceed \$150 per annum.
25 Head Pupil Nurses of Training School, whose compensation does not exceed \$360 per annum.	

Part II.

Nurse (as provided in Rule 6, Part 4).

SCHEDULE B.

Clerks.	Property Clerk.
Contract Clerk.	Executive Clerk.
General Bookkeeper and Auditor.	Office Boy (or Girl).

SCHEDULE D.

Part I.

Apothecary.	Mechanical Engineer.
Assistant Apothecary.	Supervising Engineer.
Chemist.	Photographer of the Unknown
Engineman (Stationary or Marine).	Dead.

SCHEDULE E.

Visiting Oculist.	General Medical Superintendent of Hospitals.
Physician.	
Surgeon.	Medical Superintendent of Hospital.
Assistant Physician.	
Examining Physician of Bellevue Dispensary.	Superintendent of Nurses' Training Schools.
Examiner in Lunacy.	Deputy Superintendent of Nurses' Training Schools.
Examiner of Charitable Institutions (Medical).	

SCHEDULE F.

Superintendent of Hospital, Almshouse or Asylum and School.	Hospital Orderly.
	Inspector of Orderlies.
Deputy Superintendent of Hospital, Almshouse or Asylum and School.	Superintendent Drug Department.
Purchasing Agent.	Superintendent of Dispensary in Bellevue Hospital.
Deputy Superintendent of Out Door Poor Department.	Permanent Visitor.
	Matron.
	Supervising Nurse.
	Assistant Supervising Nurse.
General Storekeeper.	Head Nurse.

Morgue Superintendent or	Nurse.
Keeper.	Superintendent of Stables.
Examiner of Dependent	Manager, Lodging House of
Children.	Homeless Men, and Assist-
Steward.	ant.
Stenographer and Type-	Captain (Steamboat).
writer.	Chef.
Watchman.	Coxswain.
Examiner of Charitable In-	Foreman.
stitutions (Lay).	Foreman's Assistant.
Orderly.	Janitor.

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF CORRECTION.

SCHEDULE A.

Part I.

2 Deputy Commissioners.	8 Wardens (Prisons or Work-
1 Secretary to Department.	houses).
1 Private Secretary.	35 employees whose compen-
1 Private Secretary to the	sation does not exceed \$150
Deputy Commissioner of	per annum.
the boroughs of Brooklyn	5 employees (domestics) whose
and Queens.	compensation does not ex-
5 Chaplains.	ceed \$20 per month.

SCHEDULE B.

Clerks.	General Bookkeeper and Audi-
Office Boy (or Girl).	tor.

SCHEDULE D.

Part I.

Engineer Corps.	Building Inspector.
Engineman (Stationary or	Apothecary.
Marine).	Supervising Engineer.
Inspector of Meats.	Chief of Bertillon System.

Part II.
Assistant Engineer.

SCHEDULE E.

Physician.

SCHEDULE F.

Purchasing Agent.	Captain.
Assistant Storekeeper.	Pilot.
Deputy Warden.	Foreman.
General Storekeeper.	Assistant Foreman.
Stenographer and Type-	Housekeeper.
writer.	Janitor.
Matron.	Master Mechanic.
Nurse.	Watchman.
Keeper (Male or Female).	Messenger.
Orderly (Male or Female).	Mate.
Chef.	

SCHEDULE G.
Laborers (Appendix I.).

CITY CLERK.

SCHEDULE A.

Part I.

1 City Clerk.	1 Deputy Clerk in each bor-
1 Cashier.	ough.

SCHEDULE B.

Clerks.	Commissioner of Deeds Clerk.
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SCHEDULE F.

Librarian.	Stenographer and Typewriter.
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SUPERVISOR OF THE CITY RECORD.

SCHEDULE A.

Part I.

1 Supervisor.

SCHEDULE B.

Clerks.	Office Boy (or Girl).
----------------	------------------------------

SCHEDULE F.

Deputy Supervisor and Ex-	Storekeeper.
pert.	Messenger.
Deputy Supervisor and Ac-	Bookbinder.
countant.	Janitor.
Examiner of the City Record.	Stenographer.

SCHEDULE G.

Laborers (Appendix I.).

CITY COURT.

SCHEDULE A.

Part I.

1 Clerk.	1 Clerk's Attendant.
1 Deputy Clerk.	

SCHEDULE B.

Court Clerks.

SCHEDULE F.

Stenographer.	Interpreter.
Attendant.	Custodian.

CITY MAGISTRATES' COURT.

SCHEDULE A.

Part I.

1 Clerk of each Court.

SCHEDULE B.

Assistant Clerk.

SCHEDULE F.

Stenographer.	Attendant.
Interpreter.	

COURT OF GENERAL SESSIONS.

SCHEDULE A.

1 Clerk.	1 Attendant to each Judge.
1 Deputy Clerk.	

SCHEDULE B.

Record Clerk.	Assistant Clerk.
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SCHEDULE F.

Stenographer.	Attendant.
Chief Court Attendant.	Warden of Grand Jury.
Interpreter.	

THE MUNICIPAL COURT.

SCHEDULE A.

1 Clerk for each District.	1 Deputy Clerk for each district in the boroughs of Manhattan, Brooklyn and The Bronx.
1 Clerk for each Justice.	

SCHEDULE F.

Stenographer.	Attendant.
Interpreter.	

COURT OF SPECIAL SESSIONS.

SCHEDULE A.

Part I.

1 Clerk.	1 Deputy Clerk of the Second Division.
1 Deputy Clerk of the First Division.	

SCHEDULE B.

Assistant Clerk.	Subpœna Clerk.
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SCHEDULE F.

Court Stenographer.	Messenger.
Interpreter.	Attendant.
Stenographer and Type - writer.	

MUNICIPAL CIVIL SERVICE COMMISSION.

SCHEDULE A.

1 Secretary.	10 Expert Examiners.
1 Assistant Secretary.	

SCHEDULE B.

Chief Clerk.	Labor Clerk.
Clerks.	Office Boy (or Girl).

SCHEDULE F.

Telephone Operator.	First Grade—Examiner.
Stenographer and Type-writer.	Second Grade—Chief Examiner.

CORONERS.

SCHEDULE A.

Part I.

1 Chief Clerk in each Borough Office.	1 Replevin Clerk in each Borough Office.
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SCHEDULE B.

Clerks.	Assistant Clerk.
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SCHEDULE E.

Physician.

SCHEDULE F.

Stenographer.

THE COUNCIL.

SCHEDULE A.

Part I.

1 Confidential Stenographer to the President.	1 Chief Clerk.
	1 Journal Clerk.
1 Private Secretary to the President.	1 Sergeant-at-Arms.
	3 Assistant Sergeants-at-Arms.
1 Auctioneer's Process Server.	

SCHEDULE B.

Clerks.	Ordinance Clerk.
Engrossing Clerk.	

SCHEDULE F.

Stenographer.	Page.
Doorman.	Messenger.
Custodian of Records.	Librarian.
Attendant.	

COLLEGE OF THE CITY OF NEW YORK.

SCHEDULE A.

Part I.

1 Assistant Secretary.	1 Private Secretary to President.
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SCHEDULE B.

Clerks.	Assistant to Secretary.
Registrar.	

SCHEDULE F.

Auditor.	Engineer.
Stenographer and Typewriter.	Deputy Librarian.
Janitor-Engineer.	

SCHEDULE G.

Laborers (Appendix I.).

NORMAL COLLEGE.

SCHEDULE A.

Part I.

1 Secretary.	1 Private Secretary to the President.
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SCHEDULE B.

Clerks.

SCHEDULE D.

Part I.

Superintendent of Repairs.

SCHEDULE F.

Stenographer and Typewriter.	Auditor.
Janitor-Engineer.	

SCHEDULE G.
Laborers (Appendix I.).

DEPARTMENTS OF DOCKS AND FERRIES.

SCHEDULE A.

Part I.

- | | |
|--------------|----------------------|
| 1 Secretary. | 1 Treasurer's Clerk. |
|--------------|----------------------|

SCHEDULE B.

- | | |
|----------------------|-----------------------|
| Chief Clerk. | Copyist. |
| Clerks. | Property Clerk. |
| Assistant Secretary. | Office Boy (or Girl). |
| Timekeeper. | |

SCHEDULE D.

Part I.

- | | |
|-----------------------------------|----------------------|
| Inspector of Building. | Transitman. |
| Inspector of Dredging. | Axeman. |
| Inspector of Lumber. | Chainman. |
| Draughtsman. | Rodman. |
| Engineman (Stationary or Marine). | Leveler. |
| Engineer Corps. | Computer. |
| | Mechanical Engineer. |

Part II.

- | | |
|---------------------------|---------------------|
| Engineer Corps. | Hydrographer. |
| Engineer-in-Chief. | Surveyor. |
| Assistant Engineer. | Assistant Surveyor. |
| First Assistant Engineer. | |

SCHEDULE F.

- | | |
|--------------------------------|------------|
| Stenographer and Typewriter. | Pilot. |
| Searcher Water Grants. | Collector. |
| Superintendent of Repairs. | Doorman. |
| Superintendent of Sections. | Janitor. |
| Superintendent of Machinery. | Keeper. |
| Assistant Dock Superintendent. | Messenger. |
| | Roundsman. |
| Captain of Derrick. | Watchman. |

Captain Pile Driver.	Weighmaster.
Dock Superintendent.	Recreation Pier Attendant.
Dockmaster.	Stationary Custodian and
Dockmaster's Assistant.	senger.

SCHEDULE G.
Laborers (Appendix I.).

EAST RIVER BRIDGE COMMISSION.

SCHEDULE A.

Part I.

1 Chief Engineer.	1 Chief Clerk.
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SCHEDULE B.

Clerk and Stenographer.	Clerks.
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SCHEDULE D.

Part I.

Engineer Corps.	Rodman.
Axeman.	Leveler.
Chainman.	Transitman.
Draughtsman.	

Part II.

Assistant Engineer.	Principal Assistant Engineer.
Resident Engineer.	

SCHEDULE F.

Stenographer and Typewriter.	Watchman.
Messenger.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF EDUCATION.

SCHEDULE A.

Part I.

1 Secretary to the Board of Education.	1 Secretary for each Bor- ough School Board.
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1 Private Secretary to the City Superintendent of Schools.	1 Executive Officer.
1 Private Secretary to the Borough Superintendent of Schools in each Borough.	1 Senior Instructor.
1 Superintendent of School Buildings.	1 Junior Instructor.
1 Superintendent of School Supplies.	1 Surgeon.
1 Bank Messenger.	1 Boatswain.
1 Treasurer.	1 Steward.
1 Deputy Treasurer.	1 Ship's Cook.
29 Positions in the Nautical School as follows:	1 Carpenter.
1 Superintendent.	1 Fireman.
	1 Sailmaker.
	3 Quartermasters.
	1 Captain of Hold.
	1 Cabin Steward.
	1 Cabin Boy.
	1 Wardroom Steward.
	1 Wardroom Boy.
	10 Seamen.

SCHEDULE B.

Clerks.	Assistant Supply Clerk.
Office Boy (or Girl).	Bookkeeper.
Chief Supply Clerk.	Library Clerk.

SCHEDULE D.

Part I.

Engineer's Assistant.	Deputy Superintendent of
Chief Inspector of Buildings and Repairs.	School Buildings.
Patrol Building Inspector.	Sanitary Inspector.
Building Inspector.	Fuel Inspector.
Inspector of Heating and Ventilation.	Draughtsman.
	Assistant Draughtsman.

SCHEDULE E.

Surgeon.

SCHEDULE F.

Deputy Superintendent of School Supplies.	Examiner of Claims.
Inspector of School Supplies.	Supervisor of Truancy.
	Examiner.
	Auditor.

Stenographer and Typewriter.	Orderly.
Telephone Operator.	Librarian and Statistician.
Attendance Officer.	Paymaster.
Weighmaster.	Deputy Paymaster.
Janitor-Engineer.	Librarian in charge of Pub
Janitor.	School Reading Room.
Matron.	Attendant in Public Schoo
Messenger.	Reading Room.
Keeper.	

SCHEDULE G.
Laborers (Appendix I.).

BOARD OF ESTIMATE AND APPORTIONMENT.

SCHEDULE A.

Part I.

Chief Clerk.	Confidential Stenographer.
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SCHEDULE B.

Clerks.

EXAMINING BOARD OF PLUMBERS.

SCHEDULE B.

Clerks.

SCHEDULE F.

Stenographer and Typewriter.

BOARD OF ELECTIONS OF THE CITY OF NEW YORK.

SCHEDULE A.

Part I.

6 Chief Clerks for Board and Boroughs.	2 Secretaries to Commi sioners.
6 Deputy Chief Clerks for Board and Boroughs.	2 Stenographers. 6 Clerks to Board. 16 Clerks for the Boroughs.

FINANCE DEPARTMENT.

SCHEDULE A.

Part I.

y Comptrollers.	2 Assistant Superintendents of
ant Deputy Comp-	Markets.
s.	10 Bank Messengers.
tors.	1 Messenger in the Paymaster's
l Inspectors.	Office and Auditing Bureau.
n Filers.	1 Collector of Assessments and
rt Accountants, ap-	Arrears.
ed under chapter 669	1 Deputy Collector of Assess-
Laws of 1897.	ments and Arrears in each
tants to Expert Ac-	borough.
nts, appointed un-	1 Receiver of Taxes.
chapter 669 of the	2 Deputy Receivers of Taxes in
of 1897.	each borough.
e Secretary.	14 Cashiers.
'aymaster.	7 Examiners of Accounts of In-
y City Paymaster in	stitutions.
orough.	1 Deputy Chamberlain.
Clerk.	4 Warrant Clerks in the Office
and Bond Clerks.	of the Chamberlain.
ty Deposit Clerk.	2 Bank Messengers in the Office
act Clerks.	of the Chamberlain.
tor of City Revenues	1 Examiner of Endorsements
Superintendent of	and Coupons in the Office of
ts.	the Chamberlain.

SCHEDULE B.

Auditor.	Register of Claims.
ing Clerk.	Chief Bookkeeper.
ter's Clerk.	Bookkeeper.
at Cashier.	Chief Clerk in each borough.
tion Clerk.	Warrant Clerk.
at Notification Clerk.	Assistant Accountant.
an Mortgages, Titles,	Clerk of Market.
, etc.	Assistant Contract Clerk.

arks.
Correspondence Clerk.
Keeper of Records.
Assistant Keeper of Records.

Chief Clerk to the Collector
City Revenues, and Superintendent of Markets.
Law Clerk.
Office Boy (or Girl.)

SCHEDULE D.

Part I.

Engineer Corps.
Engineer.

Inspector.
Inspector of Coal.
Inspector of Provisions.
Engineer on Pavements and Pavement Work.

Part II.

Assistant Engineer.

SCHEDULE F.

Assistant Deputy Collector of Assessments and Arrears.
Assistant Deputy Receiver of Taxes.
Deputy Collector of City Revenues.
Examiner of Trust Account.
Examiner of Interest.
Examiner of Assessment.
Examiner of Pay-roll.
Examiner of Coupons and Claims.
Examiner.
Stenographer and Typewriter.
Doorkeeper.
Messenger.
Watchman.
Special Messenger to Receiver of Taxes.

SCHEDULE G.

Laborers (Appendix I.).

FIRE DEPARTMENT.

SCHEDULE A.

Part I.

1 Deputy Commissioner.
1 Secretary.
1 Private Secretary to the Commissioner.
1 Private Secretary to the Deputy Commissioner for Boroughs of Brooklyn.
2 Fire Marshals.
1 Cashier for the Manhattan, The Richmond.
1 Cashier in the Brooklyn and
1 Inspector of

SCHEDULE B.

Assistant Secretary.	General Bookkeeper and Auditor.
Secretary of the Relief Fund.	Clerks.
Executive Clerk of Repairs to the Building Superintendent and Tenement House Permits.	Badge Insignia and Property Record Clerk.
Examiners of Accounts.	Auditor.
Bookkeeper.	Office Boy (or Girl).

SCHEDULE C.

First Grade — Uniformed Firemen.	Fifth Grade — Chief of Battalion.
Second Grade—Engineer of Steamer.	Sixth Grade—Deputy Chief.
Third Grade — Assistant Foreman.	Seventh Grade—Chief. Chief Instructor.
Fourth Grade—Foreman.	Chief of Construction and Repairs to Apparatus.

SCHEDULE D.

Part I.

Oil Surveyor.	Third Grade — Superintendent of Telegraph.
Mechanical Engineer.	Assistant Inspector of Combustibles.
Engineman (Stationary or Marine).	Inspectors.
Draughtsman.	First Grade—Inspector of Fire Alarm Boxes.
First Grade — Operator and Assistant.	Second Grade—Chief Inspector.
Second Grade — Chief Operator.	

Part II.

Building Superintendent.	Surveyor.
Assistant Building Superintendent.	

SCHEDULE E.

Medical Officer.

SCHEDULE F.

Assistant Fire Marshal.	Stenographer and Typewriter
Confidential Examiner.	Storekeeper.
Purchasing Agent.	Instrument Maker.
Assistant Storekeeper.	Janitor.
Foreman's Assistant.	Messenger.
Foreman.	Weighmaster.
Receiver of Supplies.	Watchman.
Superintendent of Stables.	Stableman.
Deputy Superintendent of Stables.	Oil Collector.

SCHEDULE G.

Laborers (Appendix I.).

HEALTH DEPARTMENT.

SCHEDULE A.

Part I.

1 Secretary.	75 Domestic.
1 Private Secretary.	2 Deck Hands.
1 Sanitary Superintendent.	6 Drivers.
1 Assistant Sanitary Superintendent in each borough.	6 Engineers.
1 Confidential Stenographer to the President.	1 Elevator Man.
1 Custodian of Records.	1 Errand Boy.
275 Minor positions in the hospitals for contagious diseases, as follows:	15 Firemen.
2 Boatmen.	2 Gardeners.
2 Captains.	70 Helpers.
3 Carpenters.	10 Laborers.
	45 Nurses.
	5 Watchmen.
	30 Orderlies.

SCHEDULE B.

Chief Clerk.	Bookkeeper.
Assistant Chief Clerk.	Clerks.
Law Clerk.	Office Boy (or Girl).
Complaint Clerk.	Antitoxin Accountant.

SCHEDULE D.

Part I.

ade—Assistant Chem-	Inspector of Food.
	Inspector of Fruit.
Grade—Chemist.	Inspector of Ice.
7 Inspector (Lay).	Inspector of Meats.
7 Police.	Inspector of Milk.
or of Dumps.	Inspector of Offensive Trades.
or of Fish.	Engineman (Stationary or
spector of Foods and	Marine).
sive Trades.	

Part II.

at Director of Bacte-	Assistant Bacteriologist.
ical Laboratory.	Burial Permit Clerk.

SCHEDULE E.

ar of Records.	Chief Medical School In-
at Registrar of Re-	spector.
	Medical School Inspector.
t Physician.	Chief Marine Inspector.
at Resident Physi-	Pathologist and Director of
	Bacteriological Laboratory.
nce Surgeon.	Assistant Pathologist.
	Chief Sanitary Inspector.
stician.	Sanitary Inspector (Medical).
Inspector of Conta-	Medical Inspector.
Diseases.	Vaccinator.
at Chief Inspector of	Veterinarian.
gious Diseases.	

SCHEDULE F.

apher and Type-	Messengers.
.	Foreman.
one Operator.	Assistant Disinfecter.
.	Assistant Foreman.
tor.	Inspector of Mercantile Estab-
ological Laboratory	lishments.
dant.	Life Savers.

SCHEDULE G.
Laborers (Appendix I.).

DEPARTMENT OF HIGHWAYS.

SCHEDULE A.

Part I.

1 Deputy Commissioner of each borough.	1 Chief Engineer.
	7 Superintendents.
1 Private Secretary to Commissioner.	1 Cashier acting as Chief Cashier of the Department.
1 Consulting Engineer.	

SCHEDULE B.

Chief Clerk.	Timekeeper.
Clerks.	Office Boy (or Girl).
Bookkeeper.	

SCHEDULE D.

Part I.

Engineering Corps.	Inspector of Electrical Conductors.
Axeman.	
Chainman.	Inspector of Regulating, Grading and Paving.
Rodman.	
Leveler.	Superintendent of Incumbrances.
Transitman.	
Superintendent of Street Opening and Paving.	Inspector of Vaults and Areas.
	Engineman (Stationary).
Inspector of Street Openings.	Inspector of Bridges.

Part II.

Engineering Corps.	Topographical Engineer.
Assistant Engineer.	

SCHEDULE F.

Inspector of Incumbrances.	Foreman (Mechanic).
Stenographer and Typewriter.	Assistant Foreman (Mechanic).
Messenger.	
Measurer.	Rockman.
Watchman.	

SCHEDULE G.
Laborers (Appendix I.).

COMMISSIONER OF JURORS.

SCHEDULE B.

Chief Clerk.	Clerks.
Enrollment Clerk.	Office Boy (or Girl).
Exempt Clerk.	

SCHEDULE F.

Deputy Commissioner.	Canvasser.
Assistant Deputy Commissioner.	Process Server.
Stenographer and Typewriter.	

LAW DEPARTMENT.

SCHEDULE A.

Part I.

75 Assistants to Corporation Counsel.	1 Confidential Attendant for Borough of Manhattan.
1 Chief Clerk.	1 Confidential Attendant for Borough of Brooklyn.
1 Private Secretary to Corporation Counsel.	

SCHEDULE B.

Assistant Chief Clerk.	First Grade—Junior Law Clerk.
Deputy Chief Clerk.	Second Grade—Senior Law Clerk.
Register Clerk.	Office Boy (or Girl).
Process Clerk.	
Clerks.	
Copyist.	

SCHEDULE F.

Examiner.	Messenger.
Librarian.	Process Server.
Stenographer and Typewriter.	Junior Assistant Corporation Counsel.

MAYOR'S OFFICE.

SCHEDULE A.

Part I.

1 Secretary.	1 Deputy Chief of the Bureau
2 Confidential Clerks.	of Licenses in each borough
1 Chief Clerk.	1 Cashier in each borough.
1 Confidential Stenographer.	1 Warrant and Bond Clerk.
1 Chief of the Bureau of Licenses.	1 Confidential Messenger.

SCHEDULE B.

Clerks.	Office Boy (or Girl).
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SCHEDULE F.

Stenographer and Typewriter.	Sealer of Weights and Measures.
Messenger.	
Inspector of Weights and Measures.	Inspector.
	Licensed Vehicle Inspector

BUREAU OF MUNICIPAL STATISTICS.

SCHEDULE A.

1 Chief of Bureau.

SCHEDULE B.

Clerks.

SCHEDULE D.

Part I.

Draughtsman.

SCHEDULE F.

Stenographer and Typewriter. Statistician.
Compiler.

MUNICIPAL COURT COMMISSION.

SCHEDULE A.

Part I.

1 Clerk.

SCHEDULE B.

Assistant Clerk.

SCHEDULE F.
Stenographer and Typewriter.

DEPARTMENT OF PUBLIC BUILDINGS, LIGHTING
AND SUPPLIES.

SCHEDULE A.

Part I.

City Commissioner of borough.	1 Consulting Engineer of Light- ing and Electricity.
ary.	1 Consulting Engineer of Pub- lic Buildings.
e Secretary to Com- moner.	1 Consulting Architect.

SCHEDULE B.

erk.	Receiving Clerk.
eper.	Contract Clerk.

SCHEDULE D.

Part I.

tendent of Lamps and ing.	Second Grade—Inspector of Street Openings. Draughts- man.
or of Lamps and	First Grade—Inspector of Pub- lic Buildings.
or of Lighting, Clean- and Repairs of Mar-	Second Grade—Chief Inspec- tor of Public Buildings.
Grade—Assistant In- or of Gas Meters.	First Grade—Inspector of Elec- trical Conductors (interior and exterior).
Grade—Inspector of Meters.	Second Grade—Chief Inspec- tor of Electrical Conductors (interior and exterior).
Grade—Assistant intendent of Gas s.	Third Grade—Superintendent of Electrical Bureau.
Grade—Superintend- Meter Tests.	First Grade—Engineman (Sta- tionary).
Grade—Assistant In- or of Street Open-	Second Grade—Chief Engine- man (Stationary).

Part II.

Assistant Engineer.	First Grade—Inspector of
Electrical Engineer.	Tests.
Engineer of Gas and Elec-	Second Grade—Chief Insp ~~ector~~
tricity.	tor of Gas Tests.

SCHEDULE F.

Superintendent of Repairs	Messenger.
and Supplies.	Matron.
Stenographer and Type-	Watchman.
writer.	Janitor.
Bath Attendant (Male or	Foreman, Repairs of Build-
Female).	ings.
Foreman of Public Baths.	Telephone Operator.
Assistant Foreman of Public	
Baths.	

SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF PUBLIC IMPROVEMENTS.

SCHEDULE A.

Part I.

1 Secretary.	1 Consulting Engineer.
1 Chief Engineer.	1 Private Secretary.

SCHEDULE B.

Clerks.	Clerk in Charge of, Street
	Opening Matters.

SCHEDULE D.

Part I.

Draughtsman.	Searcher.
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Part II.

Assistant Engineer.	Surveyor.
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SCHEDULE F.

Stenographer and Typewriter.	Messenger.
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SCHEDULE G.

Laborers (Appendix I.).

DEPARTMENT OF PARKS.

SCHEDULE A.

Part I.

- | | |
|---|---|
| 1 Secretary to the Park Board. | 1 Chief Engineer for the boroughs of Brooklyn and Queens. |
| 1 Confidential Stenographer to the President of the Park Board. | 2 Superintendents of Parks, boroughs of Manhattan and Richmond. |
| 1 Private Secretary to each Commissioner. | 1 Superintendent of Parks, boroughs of Brooklyn and Queens. |
| 1 Landscape Architect. | 1 Superintendent of Parks, Borough of The Bronx. |
| 1 Chief Engineer for the boroughs of Manhattan and Richmond. | |
| 1 Chief Engineer for the Borough of The Bronx. | |

SCHEDULE B.

- | | |
|----------------------|-----------------------|
| Assistant Secretary. | Time Keeper. |
| Chief Clerk. | Office Boy (or Girl). |
| Clerks. | |

SCHEDULE D.

Part I.

- | | |
|-----------------------|--|
| Engineer Corps. | First Grade—Inspector of Shops; Inspector Pier Building. |
| Axeman. | Second Grade—Assistant General Inspector. |
| Chainman. | Third Grade—General Inspector. |
| Rodman. | Engineman (Stationary or Marine). |
| Leveler. | |
| Transitman. | |
| Computer. | |
| Draughtsman. | |
| Mechanical Assistant. | |
| Mechanical Engineer. | |

Part II.

- | | |
|-------------------------------------|---------------------------|
| Assistant Engineer. | Meteorologist. |
| Assistant Engineer and Draughtsman. | Engineer of Construction. |
| Entomologist. | Topographical Engineer. |
| | Architect. |

SCHEDULE F.

Paymaster.	Purchasing Agent.
Superintendent of Supplies and Repairs.	Cottage Attendant (Female).
	Foreman.
Director of Menagerie.	Foreman's Assistant.
Keeper of Menagerie.	Janitor.
Doorman.	Aquariist.
Stenographer and Typewriter.	

SCHEDULE G.

Laborers (Appendix I.).

POLICE DEPARTMENT.

SCHEDULE A.

Part I.

1 Chief of Police.	1 Treasurer's Clerk.
1 Deputy Treasurer.	1 Complaint Clerk.
1 Property Clerk.	1 Auditor.
1 Private Secretary to each Commissioner.	1 Superintendent of Elections.
1 Confidential Stenographer to President.	1 Chief of Branch Bureau of Elections in each borough except Manhattan.

SCHEDULE B.

Chief Clerk.	Clerks.
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SCHEDULE C.

Doorman.	Fourth Grade—Captain.
First Grade—Patrolman.	Fifth Grade—Inspector.
Second Grade—Roundsman.	Sixth Grade—Deputy Chief.
Third Grade—Sergeant.	

SCHEDULE D.

Part I.

First Grade—Operator.	Mechanical Engineer.
Second Grade—Deputy Superintendent of Telegraph.	Engineman (Marine).
Third Grade—Superintendent of Telegraph.	Clothing and Equipment Clerk.

SCHEDULE E.

Surgeon.

SCHEDULE F.

**Stenographer and Type- Matron.
writer.**

SCHEDULE G.

Laborers (Appendix I.).

PRESIDENT OF BOROUGH.

SCHEDULE A.

Part I.

1 Secretary in each borough.

SCHEDULE B.

Clerks. Office Boy (or Girl).

SCHEDULE F.

**Stenographer and Type- Investigator of Complaints.
writer. Doorman.
Messenger.**

QUEENS BOROUGH LIBRARY.

SCHEDULE A.

Part I.

1 Librarian.

SCHEDULE F.

**Assistant Librarian. Junior Assistant Librarian in
Librarian in charge of charge of branch library.
branch library. Janitor.
Assistant Librarian in charge
of branch library.**

RAPID TRANSIT COMMISSION.

SCHEDULE A.

Part I.

1 Secretary.	1 Private Secretary to the
1 Chief Engineer.	Chief Engineer.
1 Deputy Chief Engineer.	1 Auditor.
6 Division Engineers.	1 Skilled Photographer.
3 General Inspectors.	

SCHEDULE B.

Clerks.	Office Boy (or Girl).
Accountants.	

SCHEDULE D.

Part I.

Axeman.	Cement Tester.
Rodman.	Draughtsman.
Leveler.	Chief Draughtsman.
Transitman.	Ornamental Iron Draughts-
Inspector of Steel.	man.
Inspector of Steel Erection.	Steel Chemist.
Inspector of Masonry.	

Part II.

Assistant Engineer.	Senior Assistant Engineer.
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SCHEDULE F.

Messenger.	Stenographer and Typewriter.
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DEPARTMENT OF SEWERS.

SCHEDULE A.

Part I.

1 Deputy Commissioner of	1 Secretary.
each Borough.	1 Cashier.
1 Consulting Engineer.	1 Private Secretary to Com-
1 Chief Engineer.	missioner.

SCHEDULE B.

Chief Clerk.	Office Boy (or Girl).
Bookkeeper.	Clerks.
Timekeeper.	

SCHEDULE D.

Part I.

Engineering Corps.	Leveler.
Axeman.	Transitman.
Chainman.	Engineman (Stationary).
Rodman.	

Inspectors :

Inspector of Sewer Construction.	Assistant Superintendent of Construction.
Inspector of Sewer Connections.	Inspector of Cement.
Superintendent of Construction.	Draughtsman (Topographical, Architectural or Mechanical).

Part II.

Engineering Corps :

Principal Assistant Engineer.	Assistant Engineer.
--------------------------------------	----------------------------

SCHEDULE F.

Superintendent of Maintenance and Repairs.	Superintendent of Sewer Disposal Works at Far Rockaway.
Assistant Superintendent of Maintenance and Repairs.	Messenger.
Stenographer and Typewriter.	Telephone Operator.
	Watchman.

SCHEDULE G.

Laborers (Appendix I.).

SINKING FUND COMMISSION.

SCHEDULE A.

Part I.

1 Clerk.

SCHEDULE F.

Stenographer and Typewriter.

SCHEDULE G.

Laborers (Appendix L).

DEPARTMENT OF STREET CLEANING.

SCHEDULE A.

Part I.

- | | |
|--|---|
| 1 Deputy Commissioner of each borough. | 1 Private Secretary to the Deputy Commissioner, Borough of Brooklyn. |
| 1 General Superintendent. | |
| 1 Chief Clerk. | 1 Private Secretary to the Deputy Commissioner, Borough of The Bronx. |
| 1 Private Secretary to Commissioner. | |

SCHEDULE B.

- | | |
|-----------------------|---------|
| Bookkeeper. | Clerks. |
| Office Boy (or Girl). | |

SCHEDULE D.

Part I.

- | | |
|--------------|-----------------------------------|
| Draughtsman. | Engineman (Stationary or Marine). |
|--------------|-----------------------------------|

SCHEDULE E.

Medical Examiner.

SCHEDULE F.

- | | |
|--|---------------------------|
| Stenographer and Typewriter. | Assistant Stable Foreman. |
| Assistant Superintendent. | Telephone Operator. |
| Superintendent of Stables. | Section Foreman. |
| Superintendent of Final Disposition and Assistant. | Time Collector. |
| Master Mechanic. | Tug and Scow Inspector. |
| District Superintendent. | Dump Inspector. |
| Stable Foreman. | Assistant Dump Inspector. |
| | Pilot. |

SCHEDULE G.

Laborers (Appendix L).

BUREAU OF STREET OPENINGS.**SCHEDULE B.**

of Clerk.	Journal Clerk.
ks.	Law Clerk.
keeper.	Office Boy (or Girl).

SCHEDULE D.**Part I.****Computer and Draughtsman.****SCHEDULE F.**

Computer of Accounts.	Stenographer and Typewriter.
Supervisor of Accounts.	Graphophone Operator.
Searcher.	Messenger.

SCHEDULE G.**Laborers (Appendix I.).****DEPARTMENT OF TAXES AND ASSESSMENTS.****SCHEDULE A.****Part I.**

1 Assistant to each Commis- sioner.	1 Private Secretary to Presi- dent.
1 Confidential Stenographer to each Commissioner.	1 Chief Clerk in each Borough Office.

SCHEDULE B.

Accountant.	Office Boy (or Girl).
Clerks.	

SCHEDULE D.**Part I.****Draughtsman.****Part II.**

Engineering Corps.	Surveyor.
Assistant Surveyor.	

SCHEDULE F.

Deputy Commissioner.	Messenger.
Stenographer and Type- writer.	Searcher.

DEPARTMENT OF WATER SUPPLY.

SCHEDULE A.

Part I.

- | | |
|--|---|
| 1 Deputy Commissioner of each borough. | 1 Water Register of the Borough of Brooklyn. |
| 1 Secretary. | 1 Superintendent of Conduits and Reservoirs. |
| 1 Consulting Engineer. | 1 Assistant Superintendent of Conduits and Reservoirs, Borough of Brooklyn. |
| 1 Chief Engineer. | 1 Superintendent of the Bureau of Repairs to Distribution and Complaints. |
| 1 Cashier in each borough. | |
| 1 Private Stenographer to Commissioner. | |
| 1 Private Secretary to Deputy Commissioner, Borough of Brooklyn. | |
| 1 Water Register of the boroughs of Manhattan and The Bronx. | |

SCHEDULE B.

- | | |
|--------------|-----------------------|
| Chief Clerk. | Timekeeper. |
| Clerks. | Office Boy (or Girl). |
| Bookkeeper. | |

SCHEDULE D.

Part I.

- | (Inspectors)—First Grade : | Second Grade : |
|---|---|
| Assistant Inspector of Conduits and Reservoirs. | Assistant General Inspector. (Engineering Corps.) |
| Inspector of Conduits and Reservoirs. | Axeman. |
| Inspector of Making Pipes. | Chainman. |
| Inspector of Making Hydrants. | Rodman. |
| Inspector of Masonry. | Leveler. |
| Inspector of Laying Pipes. | Transitman. |
| Inspector of Construction. | Draughtsman, Topographical and Mechanical. |
| Inspector of Meters and Water Consumption. | Engineman. |
| | Chemist. |

Part II.

(Engineering Corps.)	Mechanical Engineer.
Assistant Engineer	Assistant Superintendent of
Topographical Engineer.	Construction.
Hydraulic Engineer.	

SCHEDULE F.

Assistant Superintendent of	Messenger.
Conduits and Reservoirs.	Measurer.
Stenographer and Type -	Patrolman on Aqueduct.
writer.	Rockman.
Foreman.	Watchman.
Assistant Foreman.	Keeper on the Aqueduct.

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Chap. 370.

AN ACT

**In relation to the civil service of the state of New York and
the cities and civil divisions thereof.**

Became a law April 19, 1899, with the approval of the Governor. Passed,
majority being present.

*The People of the State of New York, represented in Senate
and Assembly, do enact as follows:*

Section 1. Short title.—This chapter shall be known ~~as~~
the civil service law.

§ 2. Definitions.—When used in this chapter,

1. The term “Commission” or “State commission”
means the State Civil Service Commission.

2. The term “municipal commission” means the municipi-
pal civil service commission of a city.

3. The “civil service” of the state of New York or any of
its civil divisions or cities includes all offices and positions of
trust or employment in the service of the state or of such
civil division or city, except such offices and positions in the
militia and the military departments as are or may be created
under the provisions of article eleven of the constitution.

4. The “state service” shall include all such offices and
positions in the service of the state or of any of its civil divi-
sions except a city.

5. The “city service” shall include such positions in the
service of any city.

6. The term “appointing officer” signifies the officer, com-
mission, board or body having the power of appointment to

subordinate positions in any office, court, department, commission, board, or institution.

§ 3. State civil service commission.—The governor is authorized to appoint, by and with the advice and consent of the Senate, three persons, not more than two of whom shall be adherents of the same political party, as civil service commissioners, and said three commissioners shall constitute the state civil service commission. They shall hold no other official place under the state of New York. The governor may remove any commissioner, and any vacancy in the position of commissioner shall be so filled by the governor, by and with the advice and consent of the senate, as to conform to said conditions for the first selection of commissioners. The three commissioners shall each receive a salary of two thousand dollars a year, and each of said commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a commissioner.

§ 4. Officers and employees of the commission.—The commission may elect one of its members to be president, and may employ a chief examiner, a secretary, and such other officers, clerks and examiners as it may deem necessary or proper to carry out the purposes of this act, and such employees shall hold office during the pleasure of the commission. The chief examiner shall be entitled to receive a salary at the rate of three thousand six hundred dollars a year, and he shall be paid his necessary traveling expenses incurred in the discharge of his duty. The secretary, and other officers, clerks and examiners shall receive salaries to be fixed by the commission, and the secretary shall also be paid his necessary traveling expenses incurred in the discharge of his duty. The commission may select suitable persons in the official service of the state or any of its civil divisions, after consulting the head of the department or office in which such persons serve, to act as examiners under its direction. Persons so selected shall be entitled to compensation from the commission for their necessary expenses occasioned by the service actually rendered, in addition to

the regular service required in the department or office where they are regularly employed. The compensation of examiners shall not exceed five dollars per day, except in the case of special and expert examiners employed in the preparation of questions and rating of candidates; the commission shall not expend or authorize the expenditure of moneys for any purpose in excess of the sums appropriated therefor by law.

§ 5. Rooms and accommodations.—It shall be the duty of the trustees of public buildings to cause suitable and convenient rooms and accommodations to be assigned or provided, and to be furnished, heated and lighted, at the capitol in the city of Albany, for carrying on the work and examinations of said commission, and said commission may order the necessary stationery, postage stamps, an official seal and other articles to be supplied, and the necessary printing to be done for its official use. It shall be the duty of the officers of the state of New York or of any civil division thereof, at any place where examinations are directed by the commission or its rules to be held, to allow the reasonable use of public buildings, and to heat and light the same for holding such examinations, and in all proper ways to facilitate the same.

§ 6. The powers and duties of the commission.—The state civil service commission shall

First. Prescribe, amend and enforce suitable rules and regulations for carrying into effect the provisions of this act and of section nine of article five of the constitution of the state of New York, as herein provided. The rules prescribed by the state and municipal commissions pursuant to the provisions of this act shall have the force and effect of law.

Second. Keep minutes of its own proceedings and records of its examinations and other official action.

Third. Make investigations concerning and report upon all matters touching the enforcement and effect of the provisions of this act and the rules and regulations prescribed thereun-

der, concerning the action of any examiner or subordinate of the commission and any person in the public service, in respect to the execution of this act, and in the course of such investigations each commissioner and the secretary and the chief examiner shall have power to administer oaths.

Fourth. Have power to subpoena and require the attendance in this state of witnesses and the production thereby of books and papers pertinent to the investigation and inquiries hereby authorized and to examine them and such public records as it shall require in relation to any matter which it is required to investigate. And for the purposes of the examination hereby directed, the commission possesses all the powers conferred by the legislative law upon a committee of the legislature or by the code of civil procedure upon a board or committee, and may invoke the power of any court of record in the state to compel the attendance and testifying of witnesses and the production thereby of books and papers as aforesaid.

Fifth. Make an annual report to the governor for transmission to the legislature, showing its own action, the rules and regulations and the exceptions thereto in force, and the practical effects thereof and any suggestions it may approve for the more effectual accomplishment of the purposes of this act.

Sixth. Meet in Albany at least once in each calendar month, except the month of August, and hold such other meetings as the needs of the public service may require. A majority of the members of the commission shall constitute a quorum.

§ 7. Duties of public officers.—It shall be the duty of all officers of the state of New York or of any city or civil division thereof to conform to and comply with and to aid in all proper ways in carrying into effect the provisions of this act, and the rules and regulations prescribed thereunder and any modification thereof. No officer or officers having the power of appointment or employment shall select or appoint any person for appointment, employment, promotion or reinstatement

except in accordance with the provisions of this act and the rules and regulations prescribed thereunder. Any person employed or appointed contrary to the provisions of this act or of the rules and regulations established thereunder, shall be paid by the officer or officers so employing or appointing, or attempting to employ or appoint, him, the compensation agreed upon for any services performed under such appointment or employment, or in case no compensation is agreed upon, the actual value of such services, and any expenses incurred in connection therewith, and shall have a cause of action against such officer or officers or any of them for such sum or sums and for the costs of the action. No public officer shall be reimbursed by the state or any of its civil divisions for any sums so paid or recovered in any such action.

§ 8. Unclassified service; classified service.—The civil service of the state and of each of its civil divisions and cities shall be divided into the unclassified service and the classified service. The unclassified service shall comprise all elective offices; all offices filled by election or appointment by the legislature on joint ballot; all persons appointed by name in any statute; all legislative officers and employees; all offices filled by appointment by the governor, either upon or without confirmation by the senate, except officers and employees in the executive offices; all election officers; the head or heads of any department of the government, and persons employed in or who seek to enter the public service as superintendents, principals or teachers in a public school or academy or in a state normal school or college. The classified service shall comprise all positions not included in the unclassified service. All appointments or employments in the classified service shall be for a probationary term not exceeding the time fixed in the rules.

§ 9. Rules for the classified state service.—Within one month after the passage of this act, the commission shall make rules for the classification of the offices, places and employments in the classified service of the state, and thereafter from time to time rules for the classification of the

offices, places and employments in such other civil divisions thereof, except cities, as after due inquiry by the commission shall be found practicable, and for appointments and promotions therein and examinations therefor, not inconsistent with the constitution and the provisions of this act, and shall amend the same from time to time. No examination or registration shall be required of persons to be employed as laborers in the state service. Such rules and any modifications thereof, shall take effect when approved by the governor. Due notice of the contents of such rules, and of any modifications thereof, shall be given by mail to appointing officers and heads of departments affected thereby, and such rules shall be printed for public distribution. Subject to the provisions of this act and of the rules established thereunder, the commission shall make regulations for and have control of examinations for the service of the state and the civil divisions thereof, except cities, and shall supervise and preserve the records of the same, but such examinations shall be held at least once a year in each of the following places: Albany, Amsterdam, Auburn, Binghamton, Buffalo, Dunkirk, Elmira, Geneva, Hornellsville, Ithaca, Jamestown, Johnstown, Kingston, Lockport, Malone, Middletown, Newburg, New York, Ogdensburg, Olean, Oneonta, Oswego, Plattsburg, Poughkeepsie, Rochester, Saratoga, Syracuse, Utica and Watertown; and shall cover in each place all offices and positions for which competitive examinations are required, except such examinations as require special tools, machinery, appliances, or laboratory facilities.

§ 10. The classified city service.—The mayor of each city in this state shall appoint and employ suitable persons to prescribe, amend and enforce rules for the classification of the offices, places and employments in the classified service of such city, and for appointments and promotions therein and examinations therefor; and for the registration and selection of laborers for employment therein, not inconsistent with the constitution and the provisions of this act and shall amend the same from time to time. Such persons shall

be municipal civil service commissioners and shall constitute the municipal civil service commission of such city. All appointments or designations of municipal civil service commissioners shall be made in such manner that not more than two-thirds of such commissioners in any city shall at any time be adherents of the same political party. Such rules herein prescribed and established and all regulations now existing for appointment and promotion in the civil service of said city and any subsequent modification thereof, whether prescribed under the authority of a general law or of any special or local law, shall be valid and take or continue in effect only upon the approval of the mayor of the city and of the state civil service commission. The authority by this section conferred shall not be so exercised as to take from any policeman or fireman any right or benefit conferred by law, or existing under any lawful regulation of the department in which he serves. All examinations herein authorized shall be public, and all rules shall be published, and, with all the proceedings and papers connected with said examinations, shall be at all times subject to the inspection of said state commission and its agents; and said commission shall set forth in its reports the character and practical effects of such examinations, together with its views as to the improvement and extension of the same, and also copies of all rules made under the authority hereby conferred. Subject to the provisions of this act and of said rules, the municipal commission of any city shall make regulations for and have control of examinations and registration for the service of such city and shall supervise and preserve the records of the same. In case, for any reason, the mayor of any city within sixty days after he has the power to appoint, fails to appoint such municipal commissioners, the state commission shall appoint them to hold office until the expiration of the term of the mayor then in office and their successors are appointed and qualify. It shall be the duty of such persons to prepare and to procure the approval of the rules herein provided for, and, if they fail to do so within sixty days after their appointment, the state commission shall forthwith make said rules.

It shall be the duty of such persons to make reports from time to time to the state commission, whenever said commission may request, of the manner in which this law, and the rules and regulations thereunder, have been and are administered, and the results of their administration in such city, and of such other matters as said commission may require, and annually on or before the fifteenth day of January, to make such a report to said commission; and it shall be the duty of said state commission in its annual report to set out either these reports, or a sufficient abstract or summary hereof, to give full and clear information as to their contents. A copy of the roster of the classified civil service of such city shall be transmitted to the state commission with the annual report aforesaid, and shall be filed in the office of said commission as a public record. The mayor may at any time remove any municipal civil service commissioner appointed by him. Said state commission may also, by unanimous vote of the three commissioners, with the written approval of the governor, remove any municipal civil service commissioner appointed or employed under the authority of this section, for incompetence, inefficiency, neglect of duty or violation of the provisions of this act, or of the rules and regulations in force thereunder, or of any of them, specifying in writing the particulars of the incompetency, inefficiency, neglect of duty or violation charged, and filing the same as a public document in the office of the city clerk, or if there be no city clerk, in the office of the clerk of the board of aldermen, and a certified transcript thereof in the office of the state civil service commission, first giving him an opportunity to make a personal explanation in self-defense. Said state commission may at any time, by unanimous vote of the three commissioners, amend or rescind any rule, regulation or classification prescribed under provisions of this section, provided that said state commission shall state the reasons for such action in writing, and file the same and a certified transcript thereof as a public document as hereinbefore provided, and give an opportunity to the municipal civil service commissioners concerned to make a personal explanation and to file papers in opposition

to such action. The said state commission, however, shall not take such action upon any ground other than that the provisions or purposes of this act are not properly or sufficiently carried out by such rule, regulation or classification nor without specifying in writing and detail in what particular such provisions or purposes are not carried out, nor shall said state commission exempt from competitive examination any position, or place or employment in any city without the consent of the municipal commission of such city.

§ 11. Classification.—The offices and positions in the classified service of the state or of any city or civil division thereof for which civil service rules shall be established pursuant to this act, shall be arranged in four classes to be designated as the exempt class, the competitive class, the non-competitive class and, in cities, the labor class.

§ 12. The exempt class.—The following positions shall be included in the exempt class :

1. The deputies of principal executive officers authorized by law to act generally for and in place of their principals;
2. One secretary of each officer, board and commission authorized by law to appoint a secretary;
3. One clerk, and one deputy clerk if authorized by law, of each court, and one clerk of each elective judicial officer;
4. In the state service, all unskilled laborers and such skilled laborers as are not included in the competitive class or the non-competitive class; and in addition thereto there may be included in the exempt class all other subordinate offices for the filling of which competitive or non-competitive examination may be found to be not practicable. But no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the rules, and the reasons for each such exemption shall be stated separately in the annual reports of the commission. Not more than one appointment shall be made to or under the title of any such office or position, unless a different number is specifically

mentioned in such rules. Appointments to positions in the exempt class may be made without examination.

§ 13. The competitive class.—The competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examination, and shall include all positions now existing, or hereafter created, of whatever functions, designations or compensation, in each and every branch of the classified service, except such positions as are in the exempt class, the non-competitive class or the labor class. Appointments shall be made to or employment shall be given in all positions in the competitive class that are not filled by promotion, reinstatement, transfer or reduction under the provisions of this act and the rules in pursuance thereof, by appointment of those graded highest in open competitive examinations conducted by the state or municipal commission, except as herein otherwise provided. The term of eligibility shall be fixed for each eligible list at not less than one nor more than four years. Appointment shall be made from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and a new list shall be created for a stated position or group of positions only when there is no appropriate list existing from which appointment may be made. No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to, or assigned to perform the duties of, any position subject to competitive examination, unless he shall have previously passed an open competitive examination equivalent to that required for such position, or unless he shall have served with fidelity for at least three years in a similar position. Appointments to positions in the state service, the duties of which are confined to a locality outside of Albany county, shall, so far as practicable, be made from residents of the judicial district including such locality. The examinations shall be public and shall be practical in their character and shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined

to discharge the duties of that service into which they seek to be appointed. Such commissions shall prepare lists of preliminary requirements and subjects of examination for the several positions or groups of positions in the competitive class and shall publish its rules and such information, and advertise such examinations in such manner as the nature of the examinations may require. Each of such commissions shall require intending competitors to file in its office a reasonable length of time before the date of any examination, a formal application in which the applicant shall state under oath:

1. His full name, residence and postoffice address.
2. His age, the place and date of his birth.
3. His health and physical capacity for the public service.
4. His right of preference by reason of military or naval service.
5. His business or employment, and residence for at least the previous five years.
6. Such other information as may reasonably be required touching the applicant's merit and fitness for the public service.

Blank forms for such applications shall be furnished by said commissions without charge to all persons requesting the same. Such commissions may require in connection with such application such certificates of citizens, physicians, public officers or others having knowledge of the applicant, as the good of the service may require. Such commissions may refuse to examine an applicant, or after examination to certify an eligible, who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for his performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or

notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct; or who has intentionally made a false statement of any material fact, or practiced, or attempted to practice, any deception or fraud in his application, in his examination, or in securing his eligibility or appointment. When the position to be filled involves fiduciary responsibility, the appointing officer, where otherwise permitted by law, may require the appointee to furnish a bond or other security and shall notify the state or municipal commission of the amount and necessary details thereof.

§ 14. Exceptions from competitive examination.—Positions in the competitive class may be filled without competition as follows :

1. Whenever there are urgent reasons for filling a vacancy in any position in the competitive class and there is no list of persons eligible for appointment after competitive examination, the appointing officer may nominate a person to the state or municipal commission for non-competitive examination, and if such nominee shall be certified by such commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination, but such provisional appointment shall not continue for a longer period than two months in the state service, or one month in any city, nor shall successive temporary appointments be made to the same position under this subdivision.

2. In case of a vacancy in a position in the competitive class where peculiar and exceptional qualifications of a scientific, professional or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impracticable and that the position can be best filled by the selection of some designated person of high and recognized attainments in such qualities, the state or municipal commission may suspend the provisions

of the rule requiring competition in such case, but no such suspension shall be general in its application to such place, and all such cases of suspension shall be reported in the annual reports of such commissions with the reasons for the same.

3. When the services to be rendered by an appointee in the state service are for a temporary period not to exceed one month and the need of such service is important and urgent, the appointing officer may select for such temporary service any person on the proper list of those eligible for permanent appointment without regard to his standing on such list.

§ 15. Promotion, transfer, reinstatement, reduction.—Vacancies in positions in the competitive class shall be filled, so far as practicable, by promotion from among persons holding positions in a lower grade in the department, office or institution in which the vacancy exists. Promotion shall be based upon merit and competition and upon the superior qualifications of the person promoted as shown by his previous service, due weight being given to seniority. For the purposes of this section an increase in the salary or other compensation of any person holding an office or position within the scope of the rules in force hereunder beyond the limit fixed for the grade in which such office or position is classified, shall be deemed a promotion. No promotion, transfer or reinstatement shall be made from a position in one class to a position in another class unless the same be specially authorized by the state or municipal commission, nor shall a person be promoted or transferred to a position for original entrance to which the law is required by this act or the rules an examination involving essential tests or qualifications different from or higher than those required for original entrance to the position held by such person, unless he shall have passed the examination or attained a place upon the eligible list for such higher position.

§ 16. The non-competitive class.—The non-competitive class shall include such positions as are not in the exempt class or the labor class and which it is impracticable to

include in the competitive class. Appointments to positions in the non-competitive class shall be made after such non-competitive examination as is prescribed by the rules.

§ 17. The labor class in cities.—The labor class in cities shall include unskilled laborers and such skilled laborers as are not included in the competitive class or the non-competitive class. Vacancies in the labor class in cities shall be filled by appointment from lists of applicants registered by the municipal commissions. Preference in employment from such lists shall be given according to date of application. There shall be separate lists of applicants for different kinds of labor or employment, and the commissions may establish separate labor lists for various institutions and departments. Where the labor service of any department or institution extends to separate localities, the commissions may provide separate registration lists for each district or locality. The commissions shall require an applicant for registration for the labor service to furnish such evidence or pass such examination as they may deem proper with respect to his age, residence, physical condition, ability to labor, skill, capacity and experience in the trade or employment for which he applies.

§ 18. Official roster; reports of appointing officers.—No person shall be appointed to or employed in any position in the classified service of the state or of any city or civil division thereof for which rules have been prescribed pursuant to the provisions of this act, until he has passed an examination or is shown to be especially exempted from such examination in conformity with such rules and the provisions of this act. It shall be the duty of each appointing officer of the state or any such civil division thereof, except cities, to report to the state civil service commission forthwith upon such appointment or employment the name of such appointee or employee, the title and character of his office or employment, the date of the commencement of service by virtue thereof and the salary or compensation thereof, and to report from time to time and upon the date of official action in or knowl-

edge of each case, any separation of a person from the service, or other change therein, and such other information as the commission may require, in order to keep the roster hereinafter mentioned. The commission shall keep in its office an official roster of the classified civil service of the state and of each of the civil divisions thereof for which rules have been prescribed pursuant to this act, except cities, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, promoted or reinstated in the service in conformity with the provisions of law and the rules prescribed pursuant to this act. The official roster shall show opposite or in connection with each name the date of appointment, employment, promotion or reinstatement, the compensation of the position, the date of commencement of service, and date of transfer in or separation from service by dismissal, resignation, cancellation of appointment or death. In like manner the municipal commission of each city shall keep in its office an official roster of the classified civil service of such city, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service, upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of the rules, and it shall be the duty of each appointing officer of such city to report to such municipal commission in like manner as is hereinbefore provided for reports from appointing officers to the state commission.

§ 19. Disbursing officers.—It shall be unlawful for the comptroller or other fiscal officer of the state or any city or civil division thereof for which civil service rules have been prescribed pursuant to this act, to draw, sign or issue, or authorize the drawing, signing or issuing of any warrant on the treasurer or other disbursing officer of the state or such

civil division thereof, for the payment of, or for the
 rer or other disbursing officer of the state or of such
 civil division thereof, to pay any salary or compensa-
 any officer, clerk or other person in the classified ser-
 f the state or of such city or civil division thereof, unless
 imate, payroll or account for such salary or compensa-
 containing the names of the persons to be paid, shall
 be certificate of the state civil service commission, or in
 f the service of a city, the certificate of the municipal
 ervice commission of such city, that the persons named
 h estimate, payroll or account have been appointed or
 yed or promoted in pursuance of law and of the rules
 in pursuance of law. Any officer, clerk or other person
 ed to be certified by said commission, or either of them,
 comptroller, treasurer or other fiscal or disbursing
 of the state or any city or civil division thereof, as
 g been appointed or employed in pursuance of law and
 rules made in pursuance of law, and refused such cer-
 e, may maintain a proceeding by mandamus to compel
 commission or commissions to issue such certificate.
 ums paid contrary to the provisions of this section may
 overed from any officer or officers making such appoint-
 in contravention of the provisions of law and of the
 made in pursuance of law, or any officer signing or
 rsigning, or authorizing the signing or countersigning
 warrant for the payment of the same, and from the
 s on his official bond, in an action in the supreme court
 state, maintained by a citizen resident therein, who is
 ed for and is liable to pay, or within one year before
 mmencement of the action, has paid a tax therein. All
 s recovered in any action brought under the provisions
 section must, when collected, be paid into the treasury
 state or such civil division thereof, except that the
 ff in any such action shall be entitled to receive for his
 se the taxable costs of such action.

0. Preferences allowed honorably discharged soldiers,
 and marines.—In every public department and upon

all public works of the state of New York and of the cities, counties, towns and villages thereof, honorably discharged soldiers, sailors and marines from the army and navy of the United States in the late civil war, who are citizens and residents of this state, shall be entitled to preference in appointment and promotion without regard to their standing on any list from which such appointment or promotion may be made, provided their qualifications and fitness shall have been ascertained as provided in this act and the rules and regulations in pursuance thereof; and the persons thus preferred shall not be disqualified from holding any position in the civil service on account of his age or by reason of any physical disability, provided such age or disability does not render him incompetent to perform the duties of the position applied for. Whenever any list of eligible persons, prepared under authority of this act, shall contain the names of honorably discharged soldiers, sailors and marines, entitled to preference as aforesaid, any reference in this act or in the rules and regulations in pursuance thereof to the persons standing highest on such list, shall be deemed to indicate those standing highest of those entitled to preference by the provisions of this section, and such persons shall be given preference on any list of registered applicants for employment in the labor service, in accordance with the dates of their several applications, as though such applications had been filed prior to those of any persons on such lists not entitled to the preference provided by this section. A refusal to allow the preference provided for in this and the next succeeding section to any honorably discharged soldier, sailor or marine, or a reduction of his compensation intended to bring about his resignation, shall be deemed a misdemeanor, and such honorably discharged soldier, sailor or marine shall have a right of action therefor in any court of competent jurisdiction for damages and also a remedy by mandamus for righting the wrong.

§ 21. Power of removal limited.—Every person whose rights may be in any way prejudiced contrary to any of the

provisions of this section shall be entitled to a writ of mandamus to remedy the wrong. No person holding a position of appointment or employment in the state of New York or the several cities, counties, towns or villages thereof, who is an honorably discharged soldier, sailor or marine, having served as such in the Union army or navy during the war of the rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the army or navy of the United States during the Spanish-American war, or is an honorably discharged soldier, sailor or marine of the regular army or navy of the United States, or who shall have served the term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employment, except for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges and with the right to such employee or appointee to review by a writ of certiorari. In cities of the first class, if a position so held by any such honorably discharged soldier, sailor or marine, or volunteer fireman shall become unnecessary or be abolished for reasons of economy or otherwise, the said honorably discharged soldier, sailor or marine, or volunteer fireman holding the same shall not be discharged from the public service, but shall be transferred to any branch of the said service for duty in such position as he may be needed to fill, receiving the same compensation therefor. The burden of proving incompetency or misconduct shall be upon the party alleging the same. Nothing in this section shall be construed to apply to the position of private secretary or deputy of any official or department, or to any other person holding a strictly confidential relation to the appointing officer. A person serving under a probationary or provisional appointment shall not be deemed to be holding a position within the meaning of this section.

§ 22. Misdemeanor to obstruct right of examination ; false representation ; impersonation in examination.—Any com-

missioner, or examiner, or any other person who shall willfully by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect of his or her right of examination, or registration, according to any rules or regulations prescribed pursuant to the provisions of this act, or who shall willfully and falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified, pursuant to the provisions of this act, or aid in so doing, or who shall willfully make any false representations concerning the same, or concerning the person examined, or who shall willfully furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall personate any other person, or permit or aid in any manner any other person to personate him, in connection with any examination or registration, or application or request to be examined or registered, shall for each offense be deemed guilty of a misdemeanor.

§ 23. Recommendations for appointment or promotion.—No recommendation or question under the authority of this act shall relate to the political opinions or affiliations of any person whatever; and no appointment or selection to or removal from an office or employment within the scope of the rules established as aforesaid, shall be in any manner affected or influenced by such opinions or affiliations. No person in the civil service of the state or of any city or civil division thereof, is for that reason under any obligation to contribute to any political fund or to render any political service, and no person shall be removed or otherwise prejudiced for refusing so to do. No person in the said civil service shall discharge or promote or reduce, or in any manner change the official rank or compensation of any other person in said service, or promise or threaten so to do for giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

No person in said service shall use his official authority or influence to coerce the political action of any person or body, or to interfere with any election.

§ 24. Political assessments prohibited.—No officer, agent, clerk or employee under the government of the state of New York or any civil division or city thereof shall, directly or indirectly, use his authority or official influence to compel or induce any other officer, clerk, agent or employee under said government, or any civil division or city thereof, to pay or promise to pay any political assessment, subscription or contribution. Every said officer, agent, clerk or employee who may have charge or control in any building, office or room occupied for any purpose of said government, or any said division or city thereof, is hereby authorized to prohibit the entry of any person, and he shall not knowingly permit any person to enter the same for the purpose of therein making, collecting, receiving or giving notice of any political assessment, subscription or contribution; and no person shall enter or remain in any said office, building or room, or send or direct any letter or other writing thereto, for the purpose of giving notice of, demanding or collecting a political assessment, nor shall any person therein give notice of, demand, collect or receive any such assessment, subscription or contribution; and no person shall prepare or make out, or take any part in preparing or making out, any political assessment, subscription or contribution with the intent that the same shall be sent or presented to or collected of any officer, agent or employee, subject to the provisions of this act, under the government of the state of New York, or that of any civil division or city thereof, and no person shall knowingly send or present any political assessment, subscription or contribution to or request its payment of any said officer, agent or employee. Any person who shall be guilty of violating any provision of this section shall be deemed guilty of a misdemeanor.

§ 25. Officers or candidates not to promise influence, et cetera; "public officer" and "public employee" defined.—

Whoever, while holding any public office, or in nomination for, or while seeking a nomination or appointment for any public office, shall corruptly use or promise to use, whether directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person; or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last-named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt consideration, shall be deemed guilty of bribery or an attempt at bribery. And whoever, being a public officer, or having or claiming to have any authority or influence for affecting the nomination, public employment, confirmation, promotion, removal or increase or decrease of salary of any public officer, shall corruptly use, or promise, or threaten to use any such authority or influence, directly or indirectly, in order to coerce or persuade the vote or political action of any citizen or the removal, discharge or promotion of any officer or public employee, or upon any other corrupt consideration, shall also be guilty of bribery or of an attempt at bribery. Every person found guilty of such bribery, or an attempt to commit the same, as aforesaid, shall, upon conviction thereof, be liable to be punished by a fine of not less than one hundred dollars nor more than three thousand dollars, or to be imprisoned not less than ten days nor more than two years, or to both said fine and said imprisonment in the discretion of the court. The phrase "public officer" shall be held to include all public officials in this state, whether paid directly or indirectly from the public treasury of the state, or from that of any civil division thereof, or by fees or otherwise; and the phrase "public employee" shall be held to include every person not being an officer who is paid from any said treasury.

§ 26. Attendance of witnesses ; fees.—Witnesses and officers to subpoena and secure the attendance of witnesses before said commission, shall be entitled to the same fees as are allowed witnesses in civil cases in courts of record. Such fees need not be prepaid, but the comptroller shall draw his warrant for the payment of the amount thereof, when the same shall have been certified to by the president of the commission, and duly proved by affidavit or otherwise to the satisfaction of the said comptroller; and all state, county, town, municipal and other officers and their deputies, clerks, subordinates and employees shall afford the said board all reasonable facilities in conducting the inquiries specified in this act, and give inspection to said board of all books, papers and documents belonging, or in any way appertaining to the respective offices, and shall also produce said books and papers, and shall attend and testify when required to do so by said commission.

§ 27. Taxpayer's action.—The right of any taxpayer to bring an action to restrain the payment of compensation to any person appointed to or holding any office, or place or employment in violation of any of the provisions of this act, shall not be limited or denied by reason of the fact that said office, or place or employment shall have been classified as, or determined to be, not subject to competitive examination; provided, however, that any judgment or injunction granted or made in any such action shall be prospective only, and shall not affect payments already made or due to such persons by the proper disbursing officers, in accordance with the civil service rules in force at the time of such payments.

§ 28. Saving clause.—All rules, regulations and classifications for appointment or promotion in the civil service of the state or any city or civil division thereof, not inconsistent with the provisions of this act, established with the approval of the governor or the state commission under authority of law prior to the passage of this act, shall continue in full force and effect until annulled or amended pursuant to the provisions of this act; and the state civil service commission-

ers and the municipal civil service commissioners of any city, now in office, appointed or designated under the provisions of law prior to the passage of this act, shall continue in office until their successors are appointed and qualify, and shall have the same tenure and all the powers and duties which they would have if appointed under the provisions of this act. All merit and eligible lists of persons examined prior to the passage of this act, under the civil service rules and regulations in force at the time of such examinations, shall be continued in full force and effect as if formed under the provisions of this act, subject, however, to such reasonable regulation and revision as the rules shall prescribe.

§ 29. Repeal.—Of the laws enumerated in the schedule hereto annexed, that portion specified in the last column is repealed. All other acts or parts of acts, whether general, special or local, and all rules, regulations and classifications for appointment or promotion in the civil service of the state or any civil division thereof, inconsistent with the provisions of this act are hereby repealed; provided, however, that any act done or right accruing, accrued or acquired, or liability, penalty, or punishment incurred prior to the passage of this act shall not be affected or impaired; but the same may be asserted, enforced, prosecuted or inflicted as fully, and to the same extent, as if the several acts herein referred to had not been amended or repealed.

§ 30. When to take effect.—This act shall take effect immediately.

SCHEDULE OF LAWS REPEALED.

Laws of.	Chapter.	Sections.
1883	354	All.
1884	312	All.
1884	357	All.
1884	410	All.
1886	29	All.
1887	464	All.
1888	119	All.
1890	67	All.
1892	577	All.
1894	681	All.
1894	716	All.
1894	717	All.
1895	344	All.
1896	821	All.
1897	428	All.
1898	184	All.
1898	186	All.

STATE OF NEW YORK, }
Office of the Secretary of State, } ss. :

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom, and the whole of said original law.

Given under my hand and the Seal of office of the Secretary of State, at the City of Albany, this 21st day of April, in the year one thousand eight hundred and ninety-nine.

J. B. H. MONGIN,
Deputy Secretary of State.

Chap. 66.

AN ACT

To amend chapter three hundred and seventy of the laws of eighteen hundred and ninety-nine, entitled, "An act in relation to the civil service of the state of New York and the cities and civil divisions thereof."

Became a law March 1, 1900, with the approval of the Governor. Passed, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Section three of chapter three hundred and seventy of the laws of eighteen hundred and ninety-nine, entitled "An act in relation to the civil service of the state of New York and the cities and civil divisions thereof," is hereby amended so as to read as follows:

§ 3. State civil service commission.—The governor is authorized to appoint, by and with the advice and consent of the senate, three persons, not more than two of whom shall be adherents of the same political party, as civil service commissioners, and said three commissioners shall constitute the state civil service commission. They shall hold no other official place under the state of New York. The governor may remove any commissioner, and any vacancy in the position of commissioner shall be so filled by the governor, by and with the advice and consent of the senate, as to conform to said conditions for the first selection of commissioners. The three commissioners shall each receive a salary of three thousand dollars a year, and each of said commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a commissioner.

STATE OF NEW YORK, }
 Office of the Secretary of State, } ss. :

I have compared the preceding with the original law on
 file in this office, and do hereby certify that the same is a
 correct transcript therefrom and of the whole of said original
 law.

JOHN T. McDONOUGH,
 Secretary of State.

Chap. 195.

AN ACT

To amend chapter three hundred and seventy of the laws
 of eighteen hundred and ninety-nine, in relation to
 the civil service, by making it a chapter of the
 general laws.

Became a law March 22, 1900, with the approval of the Governor. Passed, a
 majority being present.

*The People of the State of New York, represented in Senate
 and Assembly, do enact as follows :*

Section 1. This title of chapter three hundred and seventy
 of the laws of eighteen hundred and ninety-nine, entitled "An
 act in relation to the civil service of the state of New York,
 and the cities and civil divisions thereof," is hereby amended
 to read "An act in relation to the civil service of the state of
 New York and the cities and civil divisions thereof, consti-
 tuting chapter three of the general laws."

§ 2. Such chapter is hereby amended by inserting imme-
 diately after the enacting clause and before the first section
 the following :

CHAPTER III. OF THE GENERAL LAWS.

THE CIVIL SERVICE LAW.

- Section 1. Short title.
- 2. Definitions.

- Section 3. State civil service commission.
4. Officers and employees of the commission.
 5. Rooms and accommodations.
 6. The powers and duties of the commission.
 7. Duties of public officers.
 8. Unclassified service ; classified service.
 9. Rules for the classified state service.
 10. The classified city service.
 11. Classification.
 12. The exempt class.
 13. The competitive class.
 14. Exceptions from competitive examination.
 15. Promotion, transfer, reinstatement, reduction.
 16. The non-competitive class.
 17. The labor class in cities.
 18. Official roster ; reports of appointing officers.
 19. Disbursing officers.
 20. Preferences allowed honorably discharged soldiers, —
sailors and marines.
 21. Power of removal limited.
 22. Misdemeanor to obstruct right of examination ;
false representation ; impersonation in exami-
nation.
 23. Recommendations for appointment or promotion.
 24. Political assessments prohibited.
 25. Officers or candidates not to promise influence, et
cetera ; " public officer " and " public employee " —
defined.
 26. Attendance of witnesses ; fees.
 27. Taxpayer's action.
 28. Saving clause.
 29. Repeal.
 30. When to take effect.

§ 3. This act shall take effect immediately.

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom and of the whole of said original law.

JOHN T. McDONOUGH,
Secretary of State.

Chap. 675.

AN ACT

To amend chapter three hundred and seventy of the laws of eighteen hundred and ninety-nine, entitled, "An act in relation to the civil service of the state of New York and the cities and civil divisions thereof."

Became a law April 25, 1900, with the approval of the Governor. Passed, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

Section 1. Section ten of chapter three hundred and seventy of the laws of eighteen hundred and ninety-nine, entitled "An act in relation to the civil service of the state of New York and the cities and civil divisions thereof," is hereby amended so as to read as follows :

§ 10. The classified city service.—The mayor of each city in this state shall appoint and employ suitable persons to prescribe, amend and enforce rules for the classification of the offices, places and employments in the classified service of such city, and for appointments and promotions therein and examinations therefor ; and for the registration and selection of laborers for employment therein, not inconsistent with the constitution and the provisions of this act, and shall amend the same from time to time. Such persons shall be municipal

civil service commissioners and shall constitute the municipal civil service commission of such city. All appointments and designations of municipal civil service commissioners shall be made in such manner that not more than two-thirds of such commissioners in any city shall at any time be adherents of the same political party. Such rules herein prescribed and established, and all regulations now existing for appointment and promotion in the civil service of said city, and any subsequent modification thereof, whether prescribed under the authority of a general law or of any special or local law, shall be valid and take or continue in effect only upon the approval of the mayor of the city and of the state civil service commission. The authority by this section conferred shall not be so exercised as to take from any policeman or fireman any right or benefit conferred by law, or existing under any lawful regulation of the department in which he serves. All examinations herein authorized shall be public, and all rules shall be published, and, with all the proceedings and papers connected with said examinations, shall be at all times subject to the inspection of said state commission and its agents; and said commission shall set forth in its report the character and practical effects of such examinations, together with its views as to the improvement and extension of the same, and also copies of all rules made under the authority hereby conferred. Subject to the provisions of this act and of said rules, the municipal commission of any city shall make regulations for and have control of examinations and registrations for the service of such city, and shall supervise and preserve the records of the same. In case, for any reason, the mayor of any city within sixty days after he has the power to appoint, fails to appoint such municipal commissioners, the state commission shall appoint them to hold office until the expiration of the term of the mayor then in office and their successors are appointed and qualify. It shall be the duty of such persons to prepare and to procure the approval of the rules herein provided for, and, if they fail to do so within sixty days after their appointment, the state commission shall forthwith make said rules. It shall be the duty of such per-

ons to make reports from time to time to the state commission, whenever said commission may request, of the manner in which this law, and the rules and regulations thereunder, have been and are administered, and the results of their administration in such city, and of such other matters as said commission may require, and annually on or before the fifteenth day of January, to make such a report to said commission: and it shall be the duty of said state commission in its annual report to set out either these reports, or a sufficient abstract or summary thereof, to give full and clear information as to their contents. A copy of the roster of the classified civil service of such city shall be transmitted to the state commission with the annual report aforesaid, and shall be filed in the office of said commission as a public record. The mayor may at any time remove any municipal civil service commissioner appointed by him. Said state commission may also, by unanimous vote of the three commissioners, with the written approval of the governor, remove any municipal civil service commissioner appointed or employed under the authority of this section, for incompetence, inefficiency, neglect of duty or violation of the provisions of this act, or of the rules and regulations in force thereunder, or of any of them, specifying in writing the particulars of the incompetency, inefficiency, neglect of duty or violation charged, and filing the same as a public document in the office of the city clerk, or if there be no city clerk, in the office of the clerk of the board of aldermen, and a certified transcript thereof in the office of the state civil service commission, first giving him an opportunity to make a personal explanation in self-defense. Whenever a municipal civil service commissioner has been removed by the unanimous vote of the three state commissioners, with the written approval of the governor, or whenever any municipal commissioner shall resign or be removed by the mayor pending an investigation by the state commission of the administration of the civil service of the city in which such person is a municipal commissioner, or whenever any municipal commissioner shall resign or be removed by the mayor pending a hearing by the state commission of charges

Whoever, while holding any public office, or in nomination for, or while seeking a nomination or appointment for any public office, shall corruptly use or promise to use, whether directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person; or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last-named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration, shall be deemed guilty of bribery or an attempt at bribery. And whoever, being a public officer, or having or claiming to have any authority or influence for or affecting the nomination, public employment, confirmation, promotion, removal or increase or decrease of salary of any public officer, shall corruptly use, or promise, or threaten to use any such authority or influence, directly or indirectly, in order to coerce or persuade the vote or political action of any citizen or the removal, discharge or promotion of any officer or public employee, or upon any other corrupt consideration, shall also be guilty of bribery or of an attempt at bribery. Every person found guilty of such bribery, or an attempt to commit the same, as aforesaid, shall, upon conviction thereof, be liable to be punished by a fine of not less than one hundred dollars nor more than three thousand dollars, or to be imprisoned not less than ten days nor more than two years, or to both said fine and said imprisonment in the discretion of the court. The phrase "public officer" shall be held to include all public officials in this state, whether paid directly or indirectly from the public treasury of the state, or from that of any civil division thereof, or by fees or otherwise; and the phrase "public employee" shall be held to include every person not being an officer who is paid from any said treasury.

§ 26. Attendance of witnesses ; fees.—Witnesses and officers to subpoena and secure the attendance of witnesses before said commission, shall be entitled to the same fees as are allowed witnesses in civil cases in courts of record. Such fees need not be prepaid, but the comptroller shall draw his warrant for the payment of the amount thereof, when the same shall have been certified to by the president of the commission, and duly proved by affidavit or otherwise to the satisfaction of the said comptroller ; and all state, county, town, municipal and other officers and their deputies, clerks, subordinates and employees shall afford the said board all reasonable facilities in conducting the inquiries specified in this act, and give inspection to said board of all books, papers and documents belonging, or in any way appertaining to the respective offices, and shall also produce said books and papers, and shall attend and testify when required to do so by said commission.

§ 27. Taxpayer's action.—The right of any taxpayer to bring an action to restrain the payment of compensation to any person appointed to or holding any office, or place or employment in violation of any of the provisions of this act, shall not be limited or denied by reason of the fact that said office, or place or employment shall have been classified as, or determined to be, not subject to competitive examination ; provided, however, that any judgment or injunction granted or made in any such action shall be prospective only, and shall not affect payments already made or due to such persons by the proper disbursing officers, in accordance with the civil service rules in force at the time of such payments.

§ 28. Saving clause.—All rules, regulations and classifications for appointment or promotion in the civil service of the state or any city or civil division thereof, not inconsistent with the provisions of this act, established with the approval of the governor or the state commission under authority of law prior to the passage of this act, shall continue in full force and effect until annulled or amended pursuant to the provisions of this act ; and the state civil service commission-

ers and the municipal civil service commissioners of any city, now in office, appointed or designated under the provisions of law prior to the passage of this act, shall continue in office until their successors are appointed and qualify, and shall have the same tenure and all the powers and duties which they would have if appointed under the provisions of this act. All merit and eligible lists of persons examined prior to the passage of this act, under the civil service rules and regulations in force at the time of such examinations, shall be continued in full force and effect as if formed under the provisions of this act, subject, however, to such reasonable regulation and revision as the rules shall prescribe.

§ 29. Repeal.—Of the laws enumerated in the schedule hereto annexed, that portion specified in the last column is repealed. All other acts or parts of acts, whether general, special or local, and all rules, regulations and classifications for appointment or promotion in the civil service of the state or any civil division thereof, inconsistent with the provisions of this act are hereby repealed ; provided, however, that any act done or right accruing, accrued or acquired, or liability, penalty, or punishment incurred prior to the passage of this act shall not be affected or impaired ; but the same may be asserted, enforced, prosecuted or inflicted as fully, and to the same extent, as if the several acts herein referred to had not been amended or repealed.

§ 30. When to take effect.—This act shall take effect immediately.

NEW YORK, December 31, 1901.

To the State Civil Service Commission, Albany, New York:

GENTLEMEN—Pursuant to the requirements of chapter 370 of the Laws of 1899, the Municipal Civil Service Commission of the City of New York submits this report of the manner in which said law and the rules and regulations thereunder have been administered in said city.

Since January 1, 1901, there have been 170 examinations, physical and mental, in the competitive class, in which 10,430 candidates competed; 1 non-competitive examination, in which one person was examined under Rule 34, for provisional appointment for one month, upon the nomination of appointing officers, where no appropriate eligible list existed; 4 non-competitive examinations for reinstatement, in which 4 candidates were examined under the provisions of Rule 43, and 182 examinations for promotion, in which 1,362 candidates were examined, making a total of 357 examinations held and a total of 11,797 persons examined during the year.

Details of the foregoing examinations, showing the nature and results of the same, are given in tables hereto appended.

The Commission has strictly enforced the provisions of the law in respect to filling vacancies in the higher grades by promotion of those in the lower grades, wherever practicable, before resorting to the eligible list for original appointment.

Due consideration has been given by the Commission to complaints and appeals of candidates, and every effort has been made to secure justice to all.

The rules requiring competition were suspended in only one instance, namely, in the employment of a number of Inspectors of Steel Construction by the Board of Rapid Transit Railroad

Chap. 66.

AN ACT

To amend chapter three hundred and seventy of the laws of eighteen hundred and ninety-nine, entitled, "An act in relation to the civil service of the state of New York and the cities and civil divisions thereof."

Became a law March 1, 1900, with the approval of the Governor. Passed, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

Section 1. Section three of chapter three hundred and seventy of the laws of eighteen hundred and ninety-nine, entitled "An act in relation to the civil service of the state of New York and the cities and civil divisions thereof," is hereby amended so as to read as follows :

§ 3. State civil service commission.—The governor is authorized to appoint, by and with the advice and consent of the senate, three persons, not more than two of whom shall be adherents of the same political party, as civil service commissioners, and said three commissioners shall constitute the state civil service commission. They shall hold no other official place under the state of New York. The governor may remove any commissioner, and any vacancy in the position of commissioner shall be so filled by the governor, by and with the advice and consent of the senate, as to conform to said conditions for the first selection of commissioners. The three commissioners shall each receive a salary of three thousand dollars a year, and each of said commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a commissioner.

the consent of the Honorable Robert A. Van Wyck, Mayor, the transfer of John F. Scully from the position of Confidential Messenger in the office of the Mayor, in the exempt class, to that of Attendant in the Court of General Sessions, in the competitive class, was allowed, it appearing that Mr. Scully had served for eight years as Attendant in the City Court, to which place he was appointed after a Civil Service examination; that the duties of Attendant in the City Court were similar to those of Attendant in the General Sessions, the attendants in both courts being appointed from the same eligible lists as a result of the same examination, and that on January 1, 1898, Mr. Scully had been transferred to the exempted position of Messenger in the Mayor's office, where he had since served with credit.

The transfer of Mrs. Ida Clarke from Bath Attendant in the Department of Public Buildings, Lighting and Supplies, a position in the second grade of compensation in the competitive class, to Police Matron in the Police Department, a position in the third grade in the same class, the compensation being fixed by law at \$1,000 per annum, was allowed at the request of the Police Commissioner, her name appearing upon the eligible list for the position to which the transfer was desired.

All other transfers allowed by the Commission were granted under the provisions of Rule 40, authorizing transfers within the competitive class and within the same grade of compensation.

A number of amendments to the rules and classification were made during the year; the changes made in Rules 38 and 54 relating to the promotion in the uniformed forces of the Police and Fire Departments being the most important.

As a result of an investigation held by the State Commission, the eligible list prepared for promotion to Captain of Police was canceled and set aside by the Municipal Commission, it appearing from such investigation that the Examining Board never had before it the certificates of the Police Commissioners as to the efficiency, character and conduct of the candidate for promotion intended by the Civil Service Rules, and that therefore the test of actual service had never been applied to the candidates, and

- Section 3. State civil service commission.
4. Officers and employees of the commission.
 5. Rooms and accommodations.
 6. The powers and duties of the commission.
 7. Duties of public officers.
 8. Unclassified service ; classified service.
 9. Rules for the classified state service.
 10. The classified city service.
 11. Classification.
 12. The exempt class.
 13. The competitive class.
 14. Exceptions from competitive examination.
 15. Promotion, transfer, reinstatement, reduction.
 16. The non-competitive class.
 17. The labor class in cities.
 18. Official roster ; reports of appointing officers.
 19. Disbursing officers.
 20. Preferences allowed honorably discharged soldiers, sailors and marines.
 21. Power of removal limited.
 22. Misdemeanor to obstruct right of examination ; false representation ; impersonation in examination.
 23. Recommendations for appointment or promotion.
 24. Political assessments prohibited.
 25. Officers or candidates not to promise influence, et cetera ; " public officer " and " public employee " defined.
 26. Attendance of witnesses ; fees.
 27. Taxpayer's action.
 28. Saving clause.
 29. Repeal.
 30. When to take effect.

§ 3. This act shall take effect immediately.

STATE OF NEW YORK,
Office of the Secretary of State, } ss.:

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom and of the whole of said original law.

JOHN T. McDONOUGH,
Secretary of State.

Chap. 675.

AN ACT

To amend chapter three hundred and seventy of the laws of eighteen hundred and ninety-nine, entitled, "An act in relation to the civil service of the state of New York and the cities and civil divisions thereof."

Became a law April 25, 1900, with the approval of the Governor. Passed, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows :

Section 1. Section ten of chapter three hundred and seventy of the laws of eighteen hundred and ninety-nine, entitled "An act in relation to the civil service of the state of New York and the cities and civil divisions thereof," is hereby amended so as to read as follows :

§ 10. The classified city service.—The mayor of each city in this state shall appoint and employ suitable persons to prescribe, amend and enforce rules for the classification of the offices, places and employments in the classified service of such city, and for appointments and promotions therein and examinations therefor; and for the registration and selection of laborers for employment therein, not inconsistent with the constitution and the provisions of this act, and shall amend the same from time to time. Such persons shall be municipal

examinations and examinations and other charges are still pending in the criminal courts.

The appended tables will show that the Labor Bureau of the Commission has received and filed during the year 1935 applications for beneficial positions and that 1934 examinations were held and that the number of appointments was 1,352. The following tables are appended to this report:

Table No. 1—Appointments, etc., in classified service.

1—Examinations and appointments.

2—Comparison of candidates examined in 1930 and 1931.

3—Civil list and verification of pay-rolls.

4—Statistics and Labor Bureau.

Respectfully submitted.

(Signed) CHARLES H. KNOX.

(Signed) WILLIAM N. DYKMAN.

(Signed) ALEXANDER T. MASON.

Commissioners.

Table No. 1.

APPOINTMENTS, ETC.

Appointments from eligible lists.....	1,352
Appointments from eligible lists, section 1536, New York Charter.....	2
Appointments, Schedule "A" (exempt).....	151
Appointments, Schedule "A" (exempt), minor positions in the Departments of Charities, Corrections, Health and Education.....	2,796
Appointments, temporary (Rule 34).....	1
Appointments, temporary (Rule 33).....	499
Promotions.....	487
Transfers.....	180
Resignations.....	300

Resignations, minor positions in the Departments of Charities, Correction, Health and Education.....	933
Dismissals	199
Dismissals during probationary period.....	4
Dismissals without prejudice and restored to "pre- ferred" eligible list.....	190
Dismissals, minor positions in the Departments of Charities, Correction, Health and Education.....	1,793
Reinstatements	201
Retirements	135
Deaths	221

Applications Received.

Fireman	1,580
Patrolman	3,109
Miscellaneous	7,585
Total	12,274

Table No. 2 "A."

EXAMINATIONS HELD IN 1901.

EXAMINATIONS.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Assistant Bacteriologist—							
Second Grade.....	26	13	13	5	8	..	..
Third Grade.....	26	18	8	1	7	..	2
Assistant Engineer Department of Public Buildings, Light- ing and Supplies.....	59	44	13	4	9	2	1
Assistant Engineer, Rapid Transit	76	18	52	42	10	6	2
Attendants, Bath.....	300	118	177	63	114	5	5
Axeman	267	47	215	124	91	5	..

preferred against such municipal commissioner, the state commission and not the mayor of such city shall have power to appoint persons to fill such vacancies, and such persons so appointed by the state commission shall hold office as municipal civil service commissioners of such city until the expiration of the term of the mayor then in office and until their successors are appointed and qualify. Said state commission may at any time, by unanimous vote of the three commissioners, amend or rescind any rule, regulation or classification prescribed under provisions of this section, provided that said state commission shall state the reasons for such action in writing, and file the same and a certified transcript thereof as a public document as hereinbefore provided, and give an opportunity to the municipal service commissioners concerned to make a personal explanation and to file papers in opposition to such action. The said state commission, however, shall not take such action upon any ground other than that the provisions or purposes of this act are not properly or sufficiently carried out by such rule, regulation or classification, nor without specifying in writing and detail in what particular such provisions or purposes are not carried out, nor shall said state commission exempt from competitive examination any position, or place or employment in any city without the consent of the municipal commission of such city.

§ 2. This act shall take effect immediately.

STATE OF NEW YORK,)
Office of the Secretary of State.) ss. :

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom and of the whole of said original law.

JOHN T. McDONOUGH,
Secretary of State.

EIGHTEENTH ANNUAL REPORT

OF THE

Municipal Civil Service Commission

OF

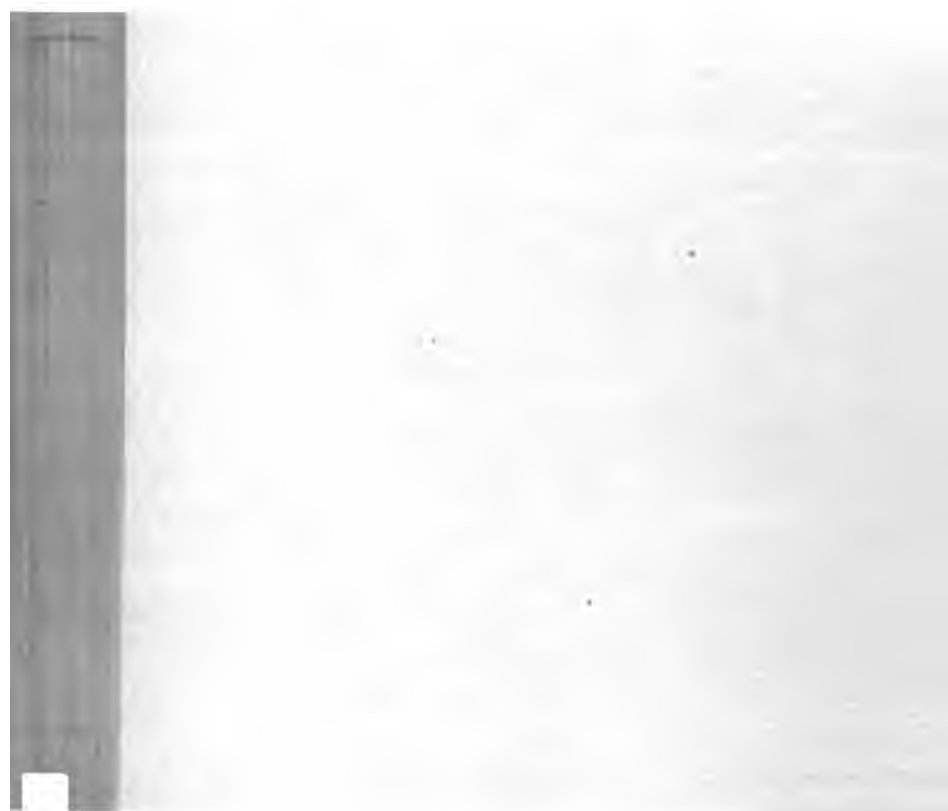
THE CITY OF NEW YORK

FOR THE

YEAR 1901.



NEW YORK
MARTIN B. BROWN CO., PRINTERS
49 TO 57 PARK PLACE
1902



NEW YORK, December 31, 1901.

To the State Civil Service Commission, Albany, New York:

GENTLEMEN—Pursuant to the requirements of chapter 370 of the Laws of 1899, the Municipal Civil Service Commission of the City of New York submits this report of the manner in which said law and the rules and regulations thereunder have been administered in said city.

Since January 1, 1901, there have been 170 examinations, physical and mental, in the competitive class, in which 10,430 candidates competed; 1 non-competitive examination, in which one person was examined under Rule 34, for provisional appointment for one month, upon the nomination of appointing officers, where no appropriate eligible list existed; 4 non-competitive examinations for reinstatement, in which 4 candidates were examined under the provisions of Rule 43, and 182 examinations for promotion, in which 1,362 candidates were examined, making a total of 357 examinations held and a total of 11,797 persons examined during the year.

Details of the foregoing examinations, showing the nature and results of the same, are given in tables hereto appended.

The Commission has strictly enforced the provisions of the law in respect to filling vacancies in the higher grades by promotion of those in the lower grades, wherever practicable, before resorting to the eligible list for original appointment.

Due consideration has been given by the Commission to complaints and appeals of candidates, and every effort has been made to secure justice to all.

The rules requiring competition were suspended in only one instance, namely, in the employment of a number of Inspectors of Steel Construction by the Board of Rapid Transit Railroad

Commissioners to inspect the construction of steel in the shops and mills at various cities without the State of New York, it appearing to the satisfaction of the Commission that the position was one requiring peculiar and exceptional qualifications of a scientific and professional character, and that, after a competitive examination, only one person was willing to accept the employment, and, therefore, competition was not practicable. In lieu of the examination, the Rapid Transit Railroad Commissioners were required to furnish to the Municipal Commission certificates as to the attainments of the appointees in the qualifications required.

The suspension of the rules above mentioned received the approval of the State Civil Service Commission.

Transfers from the exempt to the competitive class were allowed as follows:

Upon the request of the Comptroller, dated April 8, 1901, the transfer of Eugene F. McLaughlin from the position of Cashier in the Bureau for the Collection of Assessments and Arrears in the exempt class to that of Assistant Deputy Collector of Assessments and Arrears in the same bureau in the Finance Department in the competitive class was allowed, it being shown to the satisfaction of the Commission that the duties of the two positions were, in many respects, similar; that the experience gained by Mr. McLaughlin during six years of service as Cashier in said bureau particularly qualified him for the discharge of the duties of Assistant Deputy Collector, and it being further shown that the Comptroller regarded the transfer as one that would greatly subserve the public interests.

The Brooklyn Public Library was authorized to transfer Mrs. Mary E. Cragie from the position of Assistant Librarian in the exempt class to that of Assistant Librarian in charge of branch library in the competitive class, on the ground of her long and efficient service in the library and her special knowledge of the work.

Upon the request of the City Judge, the Recorder and the Judges of the Court of General Sessions of the Peace, and with

the consent of the Honorable Robert A. Van Wyck, Mayor, the transfer of John F. Scully from the position of Confidential Messenger in the office of the Mayor, in the exempt class, to that of Attendant in the Court of General Sessions, in the competitive class, was allowed, it appearing that Mr. Scully had served for eight years as Attendant in the City Court, to which place he was appointed after a Civil Service examination; that the duties of Attendant in the City Court were similar to those of Attendant in the General Sessions, the attendants in both courts being appointed from the same eligible lists as a result of the same examination, and that on January 1, 1898, Mr. Scully had been transferred to the exempted position of Messenger in the Mayor's office, where he had since served with credit.

The transfer of Mrs. Ida Clarke from Bath Attendant in the Department of Public Buildings, Lighting and Supplies, a position in the second grade of compensation in the competitive class, to Police Matron in the Police Department, a position in the third grade in the same class, the compensation being fixed by law at \$1,000 per annum, was allowed at the request of the Police Commissioner, her name appearing upon the eligible list for the position to which the transfer was desired.

All other transfers allowed by the Commission were granted under the provisions of Rule 40, authorizing transfers within the competitive class and within the same grade of compensation.

A number of amendments to the rules and classification were made during the year; the changes made in Rules 38 and 54 relating to the promotion in the uniformed forces of the Police and Fire Departments being the most important.

As a result of an investigation held by the State Commission, the eligible list prepared for promotion to Captain of Police was canceled and set aside by the Municipal Commission, it appearing from such investigation that the Examining Board never had before it the certificates of the Police Commissioners as to the efficiency, character and conduct of the candidate for promotion intended by the Civil Service Rules, and that therefore the test of actual service had never been applied to the candidates, and

their fitness for promotion had never been ascertained in the manner provided by the law and rules.

An application made by Sergeant Early for a peremptory writ of mandamus to compel the Municipal Commission to certify his name as eligible for promotion to the rank of Captain of Police, notwithstanding the action above recited, cancelling the list, was denied by Mr. Justice Herrick at a Special Term of the Supreme Court.

Hereafter, under the revised charter, the Municipal Commission itself will have power to make investigations concerning all matters touching the enforcement and effect of the provisions of the Civil Service Law in so far as it applies to the City of New York, a power which it has not heretofore enjoyed, and the absence of which power has made investigations possible only through the co-operation of the State Commission.

The Commission transmits with this report, as required by section 10 of the Civil Service Law, a copy of the official roster of the classified civil service of the City of New York, which, at the date of this report, comprised 32,812 employees.

The provision of law as to the certification of pay-rolls by the Commission, while carrying with it a great amount of responsibility and much attention to detail, has continued most effective in maintaining a strict observance of the Civil Service requirements in respect to public employment.

During the year just closed the Commission verified the pay-rolls of 32,812 persons as to regularity of employment, and this involved the examination and comparison of 898,324 names, as follows:

Upon weekly rolls.....	645,352
“ semi-monthly rolls.....	7,080
“ monthly rolls.....	245,892

The refusal of the Commission to attach its certificate to rolls in cases where the regularity of the employment was questioned has occasioned many applications to the courts.

In the case of the People *ex rel.* Leary *vs.* Knox, 166 N. Y., 44, it was held that local acts giving the head of the Police Department power to promote officers for bravery without civil service examination, were not affected by the Civil Service Law.

In the matter of Allaire *vs.* Knox, 62 App. Div., 29, affirmed without opinion by the Court of Appeals, 168 N. Y., held, that a veteran has no preference for appointment or remedy by mandamus to enforce the same until he secures a place on the eligible list. The Court will not review by mandamus the rejection of a veteran in a competitive examination.

People *ex rel.* Ludholtz *vs.* Knox, 58 App. Div., 541, affirmed without opinion by the Court of Appeals, 167 N. Y., 620. In this case the Court decided that an employee's grade in Civil Service Rule 37 is fixed by the position he holds and not by the compensation given. If his compensation is less than the minimum amount fixed for his grade by the Civil Service Rules, the head of the department may raise his compensation to the maximum amount fixed for his position, and the same is not a promotion, which must be preceded by an examination.

The validity of the grading of positions in the competitive class according to the fixed limit of compensation in Group 4 of Rule 37, in reference to requiring examinations for promotion in passing beyond the limits of the grades established by such group, has been questioned, and in the cases of Shields *vs.* Knox, and Kneeshaw *vs.* Knox, at Special Term of the Supreme Court, it was held that an examination was not required.

No attempt has been made by the Commission to amend the rules to conform to the recent decisions of the Courts. As numerous changes in the rules and classifications will probably be necessary under the revised charter of the City, the Commission has preferred to leave the matter to its successors.

The Municipal Commission had aided the District Attorney of the county in the prosecution of persons charged with violation of the Civil Service Law and Rules, or with criminal offenses under the penal code. As the result of such prosecutions three

convictions have been had, and several charges are still pending in the criminal courts.

The appended tables will show that the Labor Bureau of the Commission has received and filed during the year 8,835 applications for Schedule G positions, and that 5,034 examinations were had, and that the number of appointments was 2,331. The following tables are appended to this report:

Table No. 1—Appointments, etc., in classified service.

- “ “ 2—Examinations and appointments.
 “ “ 3—Comparison of candidates examined in 1900 and 1901.
 “ “ 4—Civil list and verification of pay-rolls.
 “ “ 5—Statistics and Labor Bureau.

Respectfully submitted,

(Signed) CHARLES H. KNOX,
 (Signed) WILLIAM N. DYKMAN,
 (Signed) ALEXANDER T. MASON,
Commissioners.

Table No. 1.

APPOINTMENTS, ETC.

Appointments from eligible lists.....	1,352
Appointments from eligible lists, section 1536, New York Charter.....	2
Appointments, Schedule "A" (exempt).....	151
Appointments, Schedule "A" (exempt), minor positions in the Departments of Charities, Corrections, Health and Education.....	2,796
Appointments, temporary (Rule 34).....	1
Appointments, temporary (Rule 33).....	499
Promotions	487
Transfers	180
Resignations	300

Resignations, minor positions in the Departments of Charities, Correction, Health and Education.....	933
Dismissals	199
Dismissals during probationary period.....	4
Dismissals without prejudice and restored to "pre- ferred" eligible list.....	190
Dismissals, minor positions in the Departments of Charities, Correction, Health and Education.....	1,793
Reinstatements	201
Retirements	135
Deaths	221

Applications Received.

Fireman	1,580
Patrolman	3,109
Miscellaneous	7,585
Total	12,274

Table No. 2 "A."

EXAMINATIONS HELD IN 1901.

EXAMINATIONS.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Assistant Bacteriologist—							
Second Grade.....	26	13	13	5	8	..	..
Third Grade.....	26	18	8	1	7	..	2
Assistant Engineer Department of Public Buildings, Light- ing and Supplies.....	59	44	13	4	9	2	1
Assistant Engineer, Rapid Transit	76	18	52	42	10	6	2
Attendants, Bath.....	300	118	177	63	114	5	5
Axeman	267	47	215	124	91	5	..

EXAMINATIONS.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Chainman and Rodman.....	186	49	190	65	65	7	32
Draughtsman, Bridge.....	41	..	81	21	10	10	5
Topographical Draughtsman....	42	2	89	11	28	1	24
Engineer's Assistant, Department of Education.....	28	8	18	10	8	2	..
Fireman.....	3,175	1,203	1,972	1,527	445	..	77
Hydrographer.....	7	4	3	..	3	..	..
Inspector, Iron and Steel.....	44	8	31	24	7	5	5
Inspector, Licenses.....	140	26	103	69	34	7	1
Interpreter.....	144	70	62	25	37	12	3
Junior Assistant, Architectural Draughtsman.....	15	4	10	8	2	1	..
Junior Clerk.....	1,140	471	642	211	431	27	1
Medical Inspector.....	443	149	291	101	190	3	51
Nurse.....	18	1	16	6	10	1	6
Head Nurse.....	33	18	13	1	12	2	3
Supervising Nurse.....	7	..	6	1	5	1	..
Orderly, Hospital.....	67	14	50	17	33	3	13
Police Doorman.....	382	120	262	189	73	..	21
Record Clerk.....	1	..	1	..	1	..	..
Steam Engineer, Dynamo.....	16	9	7	1	6	..	3
Stenographer and Typewriter (Female).....	722	293	423	95	327	7	3
Superintendent of Dam Construction.....	17	1	16	10	6	..	2
	7,422	2,708	4,693	2,631	1,972	111	257

Table No. 2 "B."**PROMOTION EXAMINATIONS HELD IN 1901.**

EXAMINATIONS.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrawn.	Appointed.
Apothecary	1	..	1	1	..	..	..
Assistant Court Clerk	4	..	4	1	3	..	3
Assistant Engineer	26	..	25	8	17	1	12
Assistant Topographical Engineer	2	..	2	..	2	..	..
Attendance Officer	15	..	15	5	10	..	8
Attendant, Laboratory	1	..	1	1	..	..	..
Bookkeeper	5	..	5	1	4	..	3
Chainman and Rodman	37	..	36	12	24	1	20
Chemist	1	..	1	1	..	..	..
Chief Court Attendant	1	..	1	..	1	..	1
Clerks	133	..	133	6	127	..	72
Computer of Accounts	6	..	6	..	6	..	6
Deputy Court Clerk, City Court.	1	..	1	..	1	..	1
Deputy Superintendent of } School Buildings	1	..	1	..	1	..	1
Disinfector	1	..	1	..	1	..	..
Draughtsman	14	..	14	4	10	..	10
Chief Draughtsman	4	..	4	1	3	..	1
Mechanical Draughtsman	2	..	2	1	1	..	1
Dynamo Engineer	2	..	2	1	1	..	1
Engineman	12	..	11	6	5	1	4
Entomologist	1	..	1	..	1	..	1
Examiner City Record	1	..	1	..	1	..	..
Examiner, Civil Service Com- } mission	1	..	1	..	1	..	1
Examiner, Claims, Department } of Education	17	..	16	11	5	1	1

EXAMINATIONS.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Hydrographer	1	..	1	..	1	..	1
Inspector, Fire Alarm Telegraph.	1	..	1	..	1	..	..
Inspector, Orderlies	7	..	7	2	5	..	1
Inspector, Pipe Laying	4	..	4	2	2	..	2
Investigator of Complaints	1	..	1	..	1	..	1
Janitor and Janitress	3	..	3	1	2	..	1
Janitor-Engineer Department of Education.	124	..	119	79	40	5	..
Janitor-Engineer, Department of Public Buildings, Lighting and Supplies.	8	..	3	2	1	..	1
Keeper, Department of Correction	10	..	9	9	..	1	..
Law Clerks	3	..	3	..	3	..	3
Leveler	20	..	20	8	12	..	10
Librarian	10	..	10	2	8	..	5
Librarian in Charge	2	..	2	..	2	..	2
Library Attendant	11	..	11	2	9	..	4
Marine Engineman	3	..	3	..	3	..	1
Mechanical Assistant, Meteorological Observatory.	1	..	1	..	1	..	1
Messenger	9	..	9	3	6	..	2
Physician	5	..	5	..	5	..	3
Principal Assistant Engineer.	8	..	8	1	7	..	2
Registrar of Records	5	..	4	..	4	1	1
Resident Engineer	2	..	2	..	2	..	2
Section Foreman, Street Cleaning	119	..	113	99	14	6	14
Stable Foreman	12	..	12	8	4	..	1
Steam Engineman	8	..	8	5	3	..	1
Stenographer	6	..	6	..	6	..	2
Stenographer and Typewriter.	11	..	9	3	6	2	3

EXAMINATIONS.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Superintendent of Bellevue Hospital.....	1	..	1	..	1	..	1
Superintendent of Hospital, Kings County.....	1	..	1	..	1	..	..
Superintendent of Final Disposition, Street Cleaning.....	1	..	1	..	1	..	1
Superintendent of Kings County Almshouse.....	2	..	2	..	2	..	..
Superintendent of Stables, Street Cleaning.....	1	..	1	..	1	..	1
Supervising Nurse.....	18	..	18	10	8	..	6
Teacher, Brooklyn Disciplinary Training School.....	1	..	1	1	..	..	..
Telegraph Operator.....	9	..	9	3	6	..	1
Telephone Operator.....	2	..	2	..	2	..	2
Timekeeper, Highways.....	1	..	1	..	1	..	1
Transitman	16	..	16	6	10	..	7
Typewriter	1	..	1	..	1	..	1
Watchman.....	3	..	3	..	3	..	3
Total.....	735	..	716	306	410	19	235

Table No. 2 "C."

REINSTATEMENT EXAMINATIONS HELD IN 1901.

	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Assistant Cashier.....	2	..	1	..	1	1	1
Janitor-Engineer.....	1	..	1	1	..	..	..
Engineer of Steamer, Fire Department.....	1	..	1	..	1	..	..
	4	..	3	1	2	1	1

Table No. 2 "D."

NON-COMPETITIVE TEMPORARY APPOINTMENTS (RULE 34).

	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Marine Engineer	1	..	1	..	1	..	1

Table No. 2 "E."

COMPETITIVE.

Number of persons notified for examination.....	7,422
Number of persons failed to appear for examination..	2,708
Number of persons who withdrew.....	111
Number of persons examined competitively.....	4,603
Number of persons who failed to pass.....	2,631
Number of persons who passed.....	1,972

Promotion.

Number of persons examined.....	716
Number of persons who failed to pass.....	306
Number of persons who passed.....	410

Reinstatement.

Number of persons examined.....	3
Number of persons who failed to pass.....	1
Number of persons who passed.....	2

Summary.

Number of persons whose examinations (competitive) were completed.....	4,603
---	-------

Number of persons whose examinations for promotion were completed.....	716
Number of persons whose examinations for reinstatement were completed.....	3
Number of persons whose examinations for temporary appointment were completed.....	1
Total	5,323

In examinations of a technical or professional character, experts upon each subject were consulted.

Number of persons examined physically for the position of Patrolman.....	656
Number of persons examined physically for the position of Roundsman, Police Department.....	1,733
Number of persons examined physically for the position of Captain, Police Department.....	234
Number of persons examined physically for the position of Fireman, Fire Department.....	2,264
Total	4,886

Table No. 2 "F."

**EXAMINATIONS HELD IN 1901 WHICH ARE NOW IN PROCESS OF
BEING RATED.**

Watchman.

Inspector of Masonry.

Nurse.

*Promotion examinations held in 1901 which are now in process
of being rated:*

To Captain of Police.

To Third, Fourth and Fifth Grade Stenographer and Typewriter, Municipal Civil Service Commission and Borough Presidents' offices.

- To Third Grade Clerk, Highways.
- To Sixth Grade Clerk, Docks.
- To Junior Clerk, Highways.
- To Third Grade Inspector of Water Meters.
- To Assistant Fire Marshal.

Table No. 2 "G."

EXAMINATIONS HELD IN 1900, RATED IN 1901.

EXAMINATION.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Court Stenographer.....	81	22	48	12	36	11	3
Fireman.....	2,166	885	1,280	1,069	211	1	203
Lay Sanitary Inspector	168	62	106	42	64		3
Patrolman, held in 1899, 1900 and 1901. Rated in 1901.. }	5,547	2,281	3,261	2,564	697	5	400
Weighmaster.....	85	12	71	48	23	2	4
Total.....	8,047	3,262	4,766	3,735	1,081	19	613

Table No. 2 "H."

APPOINTMENTS MADE DURING 1901 FROM ELIGIBLE LISTS
PREPARED PURSUANT TO SECTION 1536 OF THE NEW YORK
CHARTER OF PERSONS WHOSE POSITIONS WERE ABOLISHED
OR MADE UNNECESSARY BY CONSOLIDATION.

Stenographer and Typewriter.....	1
Draughtsman	1
Total	2

*Promotions made during 1901 to positions from eligible lists
prepared previous to 1901 and not recorded in the fore-
going tables:*

Assistant Cashier, Fourth Grade.....	1
Assistant Dump Inspector.....	3
Assistant Foreman, Fire Department.....	42
Axeman	3
Bookkeeper	2
Captain, Police Department.....	3
Chainman and Rodman.....	3
Chief of Battalion, Fire Department.....	2
Clerk, Junior.....	5
Clerk	14
Clerk, Warrant.....	1
Engineer of Steamer, Fire Department.....	42
Foreman, Fire Department.....	28
Engineer, Fifth Grade Asst.....	1
Inspector, Medical.....	20
Inspector of Repairs and Supplies, Fourth Grade....	1
Janitor Engineer.....	9
Junior Assistant Librarian.....	1
Librarian in Charge, Second Grade.....	4
Messenger	1
Sergeant, Police Department.....	59
Supervisor of Accounts.....	1
Telephone Operator, Second Grade.....	2

Table No. 2 "I."

APPOINTMENTS MADE DURING 1901 TO POSITIONS FROM ELIGIBLE LISTS PREPARED PREVIOUS TO 1901 AND NOT RECORDED IN THE FOREGOING TABLES.

Apothecary	1
Assistant Architectural Draughtsman.....	3
Assistant Engineer, Grade A, Rapid Transit Commission	15
Assistant Engineer, Grade B, Rapid Transit Commission	7
Assistant Engineer, Grade C, Rapid Transit Commission	2
Axeman	35
Bath Attendant (male).....	1
Bookbinder	2
Building Inspector of Masonry and Carpentry.....	11
Burial Permit Clerk.....	1
Cement Tester.....	3
Chainman and Rodman.....	4
Clerk	11
Clerk, Department of Buildings.....	1
Clerk, female.....	.1
Clerk, Street Openings.....	1
Clerk, Taxes and Assessments.....	4
Computer of Accounts.....	6
Coroner's Physician.....	1
Cottage Attendant.....	7
Court Attendant.....	6
Court Stenographer.....	1
Deputy Superintendent of Hospitals.....	1
Deputy Tax Commissioner.....	1
Dockmaster	5
Examiner of Claims.....	2
Examiner of Dependent Children.....	1
Executive Clerk.....	1

Fireman	2
Fish Inspector.....	2
Hospital Orderly.....	1
Hospital Orderly (male).....	8
Hospital Orderly (female).....	1
Inspector of Incumbrances.....	4
Inspector of Iron and Steel, Rapid Transit Commission	2
Inspector of Making Pipe.....	3
Inspector of Masonry.....	55
Inspector of Plumbing, Light and Ventilation.....	3
Inspector of Regulating and Grading.....	17
Inspector of Sewer Construction.....	14
Interpreter, Hebrew.....	1
Investigator of Complaints.....	1
Janitor	19
Janitor-Engineer	25
Junior Assistant Librarian.....	5
Junior Clerk.....	10
Keeper	12
Law Clerk.....	1
Leveler	2
Marine Engineer.....	4
Measurer	3
Meat Inspector.....	2
Mechanical Draughtsman.....	3
Mechanical Engineer, L. I. W. S.....	1
Medical Inspector.....	16
Milk Inspector.....	1
Office Boy.....	20
Office Girl.....	1
Ornamental Iron Draughtsman.....	1
Physician	1
Police Matron.....	3
Recreation Pier Attendant (female).....	18
Recreation Pier Attendant (male).....	34
Resident Physician.....	2

Searcher	3
Steam Engineer.....	12
Stenographer and Typewriter (female).....	2
Stenographer and Typewriter (male).....	7
Teacher (male).....	2
Telophone Operator (female).....	1
Telephone Operator (male).....	2
Topographical Draughtsman.....	5
Transitman	5
Typewriter (female).....	4
Typewriter (male).....	1
Watchman	5
Total	482

Promotion Examinations Held in 1900, Rated in 1901.

EXAMINATIONS.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Fourth Grade Clerk, Department of Education	3	..	3	..	3	..	2
Janitor-Engineer, Department of Education	51	..	51	29	22	..	2
Law Department—Junior Clerk.....	2	..	2	..	2	..	..
Third Grade Janitor, Public Buildings, } Lighting and Supplies..... }	4	..	4	4	..	..	..
Total	60	..	60	33	27	..	4

Table No. 3.

COMPARISON OF NUMBER OF CANDIDATES EXAMINED.

	1898.	1899.	1900.	1901.
January	2	1,118	1,332	721
February	1	896	881	572
March	604	1,324	951	340
April	1,192	1,176	1,067	615
May	486		1,556	1,262
June	2,144		81	1,436
July	612	117	400	1,786
August	451	1,333	698	269
September	1,654	1,333	460	707
October	668	1,825	905	965
November	1,100	2,276	1,192	2,532
December	1,254	1,299	1,792	642
Total	10,168	12,692	11,265	11,797

Table No. 4.

NEW YORK CITY CIVIL LIST.

Table showing the number of names appearing upon the pay-rolls of the several departments which are verified as to compliance with the Civil Service Laws:

DEPARTMENT.	NUMBER OF NAMES.			
	Monthly.	Weekly.	Semi-Monthly.	Total.
Accounts, Commissioners of.....	71			71
Aqueduct Commission.....	68	41		109
Armory Board.....	2			2
Assessors, Board of.....	18			18
Bridge Commission, East River...	19			19
Bridges, Department of.....	825	386		661
Buildings, Department of.....	379			379
Brooklyn Disciplinary Training } School.....	28			28
Brooklyn and Queens Public } Libraries.....	118			118
Charities, Department of.....	2,070			2,070
Correction, Department of.....	890			890
City Court.....	43			43
City Magistrate's Court.....	109			109
City Clerk's Office.....	16			16
City Record.....	23			23
Civil Service Commission.....	49			49
College City of New York.....	14			14
Coroners, Board of.....	54			54
Court of Special Sessions.....	36			36

DEPARTMENT.	NUMBER OF NAMES.			
	Monthly.	Weekly.	Semi-Monthly.	Total.
Court of General Sessions.....	73			73
Courts, Municipal	167	...		167
Change of Grade Damage Com- missioners	6			6
Docks and Ferries, Department of	161	1,288		1,399
Education, Department of.....	956	70		1,026
Elections, Board of.....	41			41
Estimate and Apportionment, Board of.....	2			2
Examining Board of Plumbers ...	4			4
Finance Department.....	541			541
Fire Department.....	2,879			2,879
Health Department.....	1,019			1,019
Highways, Department of.....	261	2,442		2,703
Jurors, Commissioners of.....	30			30
Law Department	184			184
Mayor's Office.....	41			41
Municipal Court Commission.....	1			1
Municipal Statistics, Bureau of...	7			7
Normal College.....	10			10
Parks, Department of.....	85	1,111	295	1,441
Police Department.....	7,979			7,979
Presidents of Boroughs.....	21			21
Public Buildings, Lighting and Supplies, Department of.....	539	267		806
Public Improvements, Board of...	160	20		180
Rapid Transit Commission.....	201	73		274
Sewers, Department of.....	266	593		859

DEPARTMENT.	NUMBER OF NAMES.			
	Monthly.	Weekly.	Semi-Monthly.	Total.
Street Cleaning, Department of...	247	4,887		5,084
Taxes and Assessments, Department of.....	174			174
Water Supply, Department of....	654	998		1,653
Total	20,491	12,026	295	32,812

VERIFICATION OF PAY-ROLLS.

Number of names verified monthly..	20,491 x 12 =	245,892
Number of names verified weekly...	12,026 x 52 =	625,352
Number of names verified semi-monthly	295 x 24 =	7,080
Total		878,324

To the number of names verified weekly there should be added 5,000, which represents employees laid off during the winter months, owing to suspension of work. This would approximate 20,000 names verified weekly, which, added to the other names verified yearly, represents an annual total of..... 898,324

Table No. 5.

LABOR BUREAU.

Number of applications filed during the year.....	8,835
Number of applicants cited for physical examination.	8,094
Number of applicants failed to appear for physical examination	3,000

Number of applicants rejected in physical examination	90
Number of applicants accepted in physical examination	4,944
Number of applications withdrawn.....	94
Number of applicants examined.....	5,034
Number of applicants cited for trades examination...	631
Number of applicants examined in trades examination	551
Number of applicants rejected in trades examination.	144
Number of applicants accepted in trades examination.	407
Number of applicants failed to appear for trades examination	80
Number of appointments, Department of Street Cleaning	1,077
Number of appointments in other departments.....	1,254
Total	2,331
Number of temporary appointments.....	62
Number of changes of title.....	707
Number of transfers.....	62
Number of reinstatements, Department of Street Cleaning	1,992
Number of reinstatements, other departments.....	315
Total	2,307
Number of resignations, Department of Street Cleaning	335
Number of resignations, Department of Charities....	104
Number of resignations, other departments.....	235
Total	674

Number of dismissals and suspensions without prejudice, Department of Street Cleaning.....	2,018
Number of dismissals and suspensions without prejudice, other departments.....	424
Total	2,437
Number of dismissals for cause, Department of Street Cleaning	358
Number of dismissals for cause, Department of Charities	15
Number of dismissals for cause, other departments...	35
Total	408
Number of deaths.....	259

Trade Examinations.

TITLE.	NOTIFIED.	PASSED.	FAILED.	FAILED TO APPEAR.
Plumbers.....	57	35	15	7
Painters.....	80	42	26	12
Painters on Brooklyn Bridge.....	100	85	5	10
Blacksmith	36	14	15	7
Saw Filer.....	15	13	..	2
Machinist.....	45	15	25	5
Carpenter.....	61	31	23	8
Horseshoer	13	13	..	..
Pipe Fitter.....	46	37	6	3
Bricklayer.....	37	31	1	5
Roofer	25	19	1	5

TITLE.	NOTIFIED.	PASSED.	FAILED.	FAILED TO APPEAR.
Tinsmith	29	11	5	13
Tapper	13	5	8	..
Tappers' Assistant.....	8	5	3	..
Housesmith	21	16	4	1
Pipe Caulker.....	40	31	7	2
Varnisher	5	4	1	..
Total.....	631	407	144	80

Appointments.

Baker	1	Dockbuilder	20
Barber	1	Driver, D. S. C.....	615
Batterymen	2	Dump Boardman, D.	
Batterymen's Assistant	5	S. C.....	11
Blacksmith	4	Elevator Man.....	4
Blacksmith's Helper..	6	Flagger	90
Boat Builder.....	1	Foreman's Assistant..	17
Boatman	7	Foreman of Laborers..	14
Bricklayer	4	Gardener	18
Bridge Tender.....	16	Gas Maker's Assistant.	16
Cabin Boy.....	1	Groundman	2
Carpenter (house)....	9	Harness Maker.....	11
Carpenter (ship)....	3	Hose Repairer.....	1
Cleaner (male).....	25	Hose Repairer's Helper	1
Cleaner (female)....	30	Hospital Helper (male)	49
Cook (male).....	9	Hospital Helper (fe-	
Cook (female).....	11	male)	57
Coxswain	2	Hospital Helper (me-	
Cutter	1	chanic)	2
Deckhand	8	Hostler, D. S. C.....	27

Housesmith	2	Saw Filer.....	1
Laborer	513	Scowman	17
Lineman	7	Seamstress	2
Laundress	2	Ship Caulker.....	6
Laundryman	3	Sounder	32
Machinist	1	Stableman	10
Machinist's Helper...	10	Stoker	60
Mason	7	Stone Cutter.....	4
Mechanic's Helper, D.		Sweeper, D. S. C....	372
S. C.....	6	Switchman	1
Mower	37	Tapper	1
Oiler	5	Tapper's Assistant....	2
Painter (house).....	66	Tinsmith	1
Paver	15	Toolman	1
Pipe Caulker.....	4	Truckman	20
Pipe Fitter.....	2	Waitress	5
Plumber	2	Wheelwright	2
Plumber's Apprentice.	2	Woodworker	1
Rammer	2		
Rigger	4		
Roofer	2		
Number of certificates made.....		Total	2,331
			634

17-11-12

MUNICIPAL CIVIL SERVICE COMMISSION

OF

THE CITY OF NEW YORK.

RULES AND CLASSIFICATION,

As Adopted July 11, 1899,

with Amendments to July 11, 1902.

COMMISSIONERS:

WILLIS L. OGDEN,	THEODORE M. BANTA,
WILLIAM N. DYKMAN,	NELSON S. SPENCER,
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PRESS OF
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NEW YORK

MUNICIPAL CIVIL SERVICE RULES
OF
THE CITY OF NEW YORK.

Rule 1.

Appointments and promotions in the Civil Service of The City of New York shall be made according to the merit and fitness, to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive.

Rule 2.

No officer or officers having the power of appointment or employment shall select or appoint any person for appointment, employment, promotion, transfer, or reinstatement, except in accordance with the provisions of the Civil Service Law and the rules and regulations prescribed thereunder.

No person shall be appointed or employed under any title not appropriate to the duties to be performed, and no person shall be transferred to or assigned to perform the duties of any position subject to competitive examination, except in accordance with Rule 40.

The violation of any of the provisions of the Civil Service Law, or of these rules, by any person in the Civil Service of the City, shall be considered a good cause for the dismissal of such person from the service.

Rule 3.

The Municipal Civil Service Commission shall have authority to prescribe such regulations in pursuance of and for the execution of the provisions of these rules and of the Civil Service Law, as may not be inconsistent therewith, and may prescribe blank forms

for all applications, certificates, reports, records and returns required under these rules and the regulations made in pursuance thereof. The Commissioners shall from their number choose a president to act during their pleasure, and they may from time to time appoint committees from their own number.

Rule 4.

CLASSIFICATION.

The offices and positions in the classified service of the City shall be arranged in four divisions, to be known respectively as the Exempt Class, the Competitive Class, the Non-Competitive Class and the Labor Class.

THE EXEMPT CLASS.

The exempt class shall include the deputies of principal executive officers authorized by law to act generally for and in place of their principals, one secretary of each officer, board or commission authorized by law to appoint a secretary, one clerk and one deputy clerk of each court, if authorized by law, one clerk of each elective judicial officer, and such other subordinate offices or positions as may be placed in said class, in the manner prescribed by the Civil Service Law, for the reason that the filling of such offices or positions through competitive or non-competitive examination is found to be not practicable. Such offices and positions shall comprise Schedule A, as fixed by Rule 68.

THE COMPETITIVE CLASS.

The competitive class shall include all offices or positions now existing or hereafter created, of whatever function, designation or compensation, except such as are specifically designated as in the exempt class, the non-competitive class or the labor class.

The offices and positions in the competitive class shall be classified in four schedules, to be known as Schedules B, C, D and E, respectively, as fixed by Rule 68.

Schedules B, C and D shall contain those offices or positions that are graded, and vacancies in the higher grades of which shall be filled, wherever practicable, through promotion. Schedule E shall contain those offices or positions of a special character, which it is not practicable to fill through promotion and vacancies in which

may be filled by original appointment, in the manner provided by these rules.

The classification of all offices or positions in the competitive class, and the character of the examinations held therefor, shall be governed solely by the respective duties and functions of such offices or positions.

An office or position in the competitive class the title of which is not specifically included in the classification shall, for purposes of examination or promotion, be deemed to be in the schedule the general description of which, in the judgment of the Municipal Commission, most nearly covers the duties to be performed.

THE NON-COMPETITIVE CLASS.

The offices and positions in the non-competitive class shall be those which it is not practicable to include in the competitive class, and which are not in the exempt class or in the labor class. Such offices and positions shall comprise Schedule F, as fixed by Rule 68.

THE LABOR CLASS.

The labor class shall comprise Schedule G, and shall include the positions and employments designated as in such schedule, as fixed by Rule 68.

Rule 5.

For the purpose of ascertaining the qualifications of persons seeking or named for positions in the competitive class, there shall be a Board of Examiners, to be composed of a Chief Examiner, who shall be appointed by the Municipal Commission, and as many Examiners appointed or employed by said Commission, as it may deem necessary. No person shall be appointed or employed as an examiner for positions in the competitive class who is a public officer or who is employed in any other department of the municipal government.

There shall be a Chief Examiner, who shall devote his whole time to the business of his office, who shall preside at meetings of the Board of Examiners, and have the general supervision of the work of the examiners. The rate of compensation of the officers mentioned in this rule shall be fixed by the Municipal Commissioners, who will employ assistants, procure suitable offices and incur such other expenses as may be required for the efficient perform-

ance of the duties imposed upon them by the laws of the State of New York.

It shall be the duty of such Board of Examiners, by such of its members as the Chief Examiner shall designate, to conduct all examinations called for under these rules, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the City with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The examination of all candidates for the position of examiner under this commission shall be conducted by the Municipal Commissioners or by experts appointed by them.

The Municipal Commissioners shall employ a secretary, who shall keep minutes of all proceedings and all necessary records of the examination, standing and certification of applicants, and a complete record of all persons employed in the several departments to which these rules apply, and of all appointments, promotions, dismissals, resignations and other changes of any kind therein. The secretary shall have the general executive charge of the Civil Service office, shall assign the clerks and employees to their respective positions and superintend them in the discharge of their respective duties and shall be secretary of the Examining Board. The secretary shall, after conference with the Chief Examiner, order and fix the dates of examinations, shall see that they are properly and efficiently advertised, and shall indicate to the Chief Examiner which examination shall be first rated and otherwise expedited, to the end that eligible lists which are most needed shall be first prepared.

Rule 6.

APPOINTMENTS IN THE EXEMPT CLASS.

Appointments to offices or positions in the exempt class may be made without examination, but the appointing officer shall file with the Secretary of the Municipal Civil Service Commission, within five days after making any such appointment, a formal notification thereof, setting forth the full name and address of the appointee, the date of his birth, the position to which he is appointed, the date of appointment, salary, length of residence in The City of New York.

his qualifications for the office or position to be filled, the nature of his employment during the five years immediately previous and such other detailed information as the Commission may deem proper for registration.

No office or position shall be deemed to be in the exempt class unless it is specifically named in Schedule A of the classification, as fixed by Rule 68. Not more than one appointment shall be made to or under the title of any such office or position, unless a different number is specifically mentioned in the classification.

Rule 7.

APPOINTMENTS IN THE COMPETITIVE CLASS.

Vacancies in the competitive class not filled by promotion shall be filled by appointments from among those graded highest in open competitive examinations, excepting as follows:

1. Whenever there are urgent reasons for filling a vacancy in any position in the competitive class, and there is no appropriate list of persons eligible after competitive examination, the appointing officer may nominate a person to the Commission for non-competitive examination, and if such nominee shall be certified as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination; but such provisional appointment shall not continue for more than ten days after notice to the appointing officer that an eligible list for such position has been prepared, or for a longer period in any case than two months, nor shall successive provisional appointments be made to the same position under this provision.

2. Where there is a vacancy of an emergency character in a position in the competitive class, and it is not practicable either to secure a person by certification from an eligible list, or to conduct a non-competitive examination, in the absence of such a list, in time to meet such emergency, an appointment may be made without certification or examination, subject to the approval of the Commission and for a period not exceeding one week, but successive appointments shall not be made under this provision.

3. Where there is a vacancy in any position in the competitive

class demanding peculiar and exceptional qualifications of a scientific, professional or educational character, and upon satisfactory evidence that for specified reasons competition in such special case is not practicable, and that the position can best be filled by the selection of some designated person of high and recognized attainments in such qualities, the Commission may* [with the approval of the State Civil Service Commission] suspend the provisions of the rule requiring competition in such case; but no such suspension shall be general in its application to such position, and all such cases of suspension shall be set forth by the Commission, with the reasons therefor, in its annual report.

(4.)

Appointments may also be made without competitive examination as follows:

5. To the position of trained nurse, when the applicants are graduates of any of the following-named nurses' training schools: Training School of Bellevue Hospital, Metropolitan Training School, Training School of the City Hospital, Training School of the Kings County Hospital—the names of such applicants may, upon their own application and upon presenting proper diploma, be placed upon the appropriate eligible list with a grading of 100, without further examination, unless required by the Municipal Commission, and shall be certified in response to requisitions in the order of the date of filing application.

6. To the position of Junior Assistant in the Public Library, Borough of Brooklyn, and in the Queens Borough Library, when the applicant shall have passed at least six months in the regular service of either of said libraries as apprentices and without

*(NOTE — See §14, Art. 2, Chap. 370. Laws 1899.)

compensation, and shall have received from such library a certificate or diploma, setting forth that they have served in the manner indicated, and that they are duly qualified for permanent services in such library as Junior Assistants, and the names of such persons may, upon the application of such persons, and upon presentation of said certificate or diploma, be placed upon the appropriate eligible list with a grading of 100, and without further examination, unless required by the Municipal Civil Service Commission, and shall be certified in response to the requisition of the said libraries in the order of the date of the filing of their applications.

Whenever the Public Library, Brooklyn, or the Queens Borough Library, has been or hereafter shall be extended into any part of the territory of The City of New York, in which now or hereafter there shall be a library incorporated under the laws of the State of New York, or existing and used as a free public library, all such employees of such library who shall be in the service thereof at the time of the action taken by the Public Library, Brooklyn, or by the Queens Borough Library, for the purpose of assuming jurisdiction over such library, shall be considered to have been classified in accordance with the positions assigned to them in the service of the Public Library, Brooklyn, or of the Queens Borough Library, as of the date of the original classification of the employees of that library, and shall be certified in accordance with such positions, without examination, unless required by the Municipal Civil Service Commission, immediately upon the requisition of the Public Library, Brooklyn, or of the Queens Borough Library, provided that the library making requisition shall certify that they are qualified for the duties of their respective positions; and that they have for a period of not less than six months immediately preceding the date of the assumption of such jurisdiction, been continuously in the employ of the library affiliated to the Brooklyn Public Library, Brooklyn, or to the Queens Borough Library, and continually in the pay as an employé, during the said period, at a salary not materially less than that accorded to them as members of the staff of the Brooklyn Library, Brooklyn, or the Queens Borough Library.

7. To the position of Librarian in charge of Public School Reading Room, and to the position of attendant in Public School Reading Room.

Competitive examination for the position of Librarian in charge of Public School Reading Room shall be limited to Librarian and

Attendants in the New York Public Library who have been in such service for one year prior to the date of the examination, and who shall be certified to have been in such service for the said term by the Director of the New York Public Library.

Competitive examination for the position of Attendant in the Public School Reading Room shall be limited to Attendants, Assistant Attendants and Apprentices who have been in the service of the New York Public Library for the period of six months next preceding such examination and who shall be certified by the Director in charge of the New York Public Library to have been in such service for such time.

Competitive examinations for the positions above named shall be conducted according to the rule for promotion examination.

8. Where a person is to be appointed for service outside The City of New York who is a resident of the locality in which such service is to be performed, and when appointments for such service from eligible lists of persons examined under these rules is found to be not practicable; but no appointment shall be so made without authorization by the Municipal Commission and the reasons therefor shall be set forth, in each case, in the Commission's annual report.

Rule 8.

APPLICATIONS.

Applicants must file applications for positions included in Schedules B, C, D and E, which must be in the handwriting of the applicant and addressed to the "Secretary of the Municipal Civil Service Commission, New York City," showing:

First—His full name, residence and post-office address, age, the place and date of birth, health and physical capacity for the public service, right of preference by reason of military or naval service, residence and business or employment for at least the previous five years, and such other information as may reasonably be required by regulation.

Second—A statement whether such application is limited to any particular office or offices in the service.

Third—The certificate of four reputable persons of The City of New-York, that they have been personally acquainted with the applicant for at least one year, and believe him to be of good moral character, of temperate and industrious habits and in all respects fit for the service he wishes to enter, and that each of them is will-

ing that such certificate should be published for public information, and will upon request, give such further information concerning the applicant as he may possess.

Fourth—The foregoing application shall be verified by the oath of the applicant.

The requirements as to citizenship and certificates of character, in case of persons applying for positions under Schedule E, and the requirements as to citizenship in case of persons applying for positions under Schedule D, may be modified or dispensed with in the discretion of the commission. All applications for examination shall be filed in the office of the Secretary a reasonable length of time before the date of examination, and all applications and other blanks shall be kept at his office, and shall be procurable there only.

Registers of all applicants shall be kept by the Secretary of the Municipal Commission. When the applicants on a register are in excess of such number as can be conveniently examined on the same day, the applicants shall be notified to appear in their order on the register. Whenever the demands of the service may require, the Secretary shall notify the applicants of record, or such number as can conveniently be examined, to appear for examination, giving place, date and hour for such examination.

Rule 9.

Applicants for the following positions must, before being admitted to examination, or before being appointed, present satisfactory evidence as to the following facts:

First—If the position to be filled be that of Physician, Surgeon, Medical Officer, Inspector of Vaccination or Medical Sanitary Inspector—that the applicant is duly authorized by the laws of the State of New York to practice medicine and surgery.

Second—If the position to be filled be that of Chemist or Analyzer, that the applicant has received the degree of Bachelor of Sciences, or its equivalent, from some institution duly authorized by law to confer such degree. If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with.

Third—If the position to be filled is that of assistant to the Corporation Counsel, that the applicant or proposed appointee is a regularly admitted member of the bar of the State of New York.

In positions where the duties are professional, technical or expert, the candidates will be required to show what preliminary training or technical education they have undergone to qualify them for such situation, before they can be admitted to examination.

Rule 10.

Defective applications shall be suspended and applicants notified to amend the same. Whenever it appears by the application or other satisfactory evidence that the applicant is not within the prescribed limits of age or otherwise not qualified under the rules, the application shall be rejected.

Rule 11.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person.

Rule 12.

Applicants shall be admitted to examination upon the production of the official notification to appear for that purpose. Each applicant shall receive a number, which shall be indorsed upon his notification when produced, and the notification so indorsed shall be sealed in an envelope. Each applicant shall sign his examination papers with his number, omitting his name, and the envelope shall not be opened until all the examination papers have been received and the markings and gradings made.

All papers upon which examinations are to be written shall be furnished to the applicants by the Examining Board and shall bear some suitable official indorsement, stamp or mark for the purpose of identifying the same.

Rule 13.

The Municipal Commission may refuse to examine an applicant, or, after examination, to certify an eligible who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating beverages to excess; or who has

been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility or appointment, or whose character upon investigation and report shall be found not to be satisfactory to the Examining Board.

No person who has entered any examination for a position in the classified service and who has failed therein shall be admitted within nine months from the date thereof to a new examination for the same or a similar position.

Rule 14.

The actual conduct of every examination shall be under the responsible direction of the Board of Examiners, or of its designated members, free from the interference or participation or influences of the appointing officer, or of any person other than the Municipal Commissioners, examiners or experts directly employed by the Municipal Commission.

The Municipal Commission shall have power to authorize or to order the employment of an expert to assist any Board of Examiners, whether in a special case or in connection with the examinations for any special grade, position or office.

Each examiner shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examination. All examinations shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service to which they seek to be appointed. Excepting as these rules otherwise provide, the Board of Examiners may, in the examinations, give such relative importance to the different subjects or matters of examinations as to them may seem fit.

Rule 15.

All examinations shall be in writing, except such as refer to expertness or physical qualities, and except as herein otherwise provided.

Whenever an oral examination shall be prescribed as part of any scheme of examination, a stenographic record of such oral

questions and answers shall be made, and the transcript thereof shall be preserved with the examination papers of the candidate.

Rule 16.

The sheets of questions shall be numbered and shall be given out in the order of their numbers, each, after the first, being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours without intermission, and no questions given out at any session, to any candidate, shall be allowed to be answered at another session. Each candidate must complete his examination on the obligatory subjects before taking up any of the optional subjects.

Rule 17.

The time allowed for completing the examination shall be announced before the first paper is given out.

For the obligatory subjects the examination shall be confined to a single day.

At or before the commencement of every examination, the weight to be given every subject included in the examination, and the minimum, if any, allowable upon each subject, shall be announced to the applicants. The appointing officer shall state to the Municipal Commission, upon its request, the general qualifications or attainments, physical or mental, or both, which he deems necessary or proper in the position for which an eligible list is to be formed.

Rule 18.

No question in any examination or proceeding by or under these rules shall relate to political or religious opinions or affiliations, and no appointment or selection to or removal from an office or employment within the scope of these rules shall be in any manner affected or influenced by such opinions or affiliations.

Rule 19.

MARKING.

The examination papers shall be reviewed by each examiner separately, except where otherwise directed by the Municipal Commission, and in any case of disagreement, the average of the mark-

ings made on any question or paper by all shall be the final marking on such question or paper, subject to the rule as to revision (Rule 27).

Rule 20.

In all examinations each subject shall be marked upon a scale of 100, which number represents the maximum possible attainment.

Rule 21.

Every paper in any examination not formally certified by the examiners shall be signed with his initials in ink by each examiner who has reviewed and marked it.

Rule 22.

Handwriting shall be judged, first, by its legibility (as to the ease with which it can be read); second, from its appearance as to correctness of form and finish and regularity of letters; and, third, by general evidence of care in execution. The markings shall be based on these three general characteristics, but the standard of perfection in each examination shall be fixed by the position to be filled. It shall be highest for clerks and lower for other positions. In case no applicant seems to be entitled to a grade of 100 in the scale adopted, he shall not be so graded; the marking shall be only according to merit. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots or other evidences of carelessness, shall, proportionately to their number, reduce the marking below 100. Words may be specially dictated for spelling, and the work shall be marked with reference to the ratio the misspelled words bear to the whole number.

Rule 23.

No applicant for the position of senior clerk, third grade, who receives in the ascertained average less than 80 per cent., or for any other position less than 70 per cent., shall be placed upon the eligible list.

No candidate for positions requiring technical or professional knowledge receiving less than 75 per cent. on the technical or special subjects shall be placed upon the eligible list.

No applicant for the position of fireman or policeman who receives on the mental examination an average of less than 70 per

cent., and on the physical qualifications less than 70 per cent., shall be placed upon the eligible list.

No applicant receiving 0 in any one subject shall be placed upon the eligible list.

In the case of all graded positions, candidates who seek promotion shall be required to obtain 80 per cent. up to and including second grade, and 85 per cent. in all higher grades, and in the case of all grades of the uniformed forces of the Fire and Police Departments, 70 per cent.

Rule 24.

The general character of the applicant, including habits and reputation, is to be ascertained in such manner as the Examining Board may determine.

The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application.

Rule 25.

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character:

MUNICIPAL CIVIL SERVICE COMMISSION.

To.....New York.....190 .

Sir: Appended to the application of.....
for a position in the Municipal Service as a.....
is your general certificate of his (or her) good character and habits.

In addition to this, it is necessary before he (or she) can be appointed that satisfactory information regarding his (or her) character, habits and associates, be received directly from his (or her) certifiers.

I therefore respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the papers to me at your earliest convenience.

Very respectfully yours,

.....Secretary.

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character or competence of the applicant.

1. How long have you known the applicant?

2. Has he (or she) ever been employed by you, and if so, when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation? State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to

(a) Honesty?

(b) Trustworthiness?

(c) Habits as to the use of intoxicants?

6. Other things being satisfactory, would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you willing to allow your answers to the foregoing to be published?

Name

Occupation

Address

No person concerning whom recommendations are required shall be appointed to any position for which an examination is necessary, unless satisfactory answers are returned to these ques-

tions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner.

Rule 26.

The secretary may give a certificate to any person examined except under Schedule G, stating the grade which such person attained, and the proficiency in the several subjects shown by the markings.

Rule 27.

APPEALS—REVISION.

Complaints of injustice or unfairness on the part of any examiner or Examining Board, or of any one acting under the Municipal Commission, shall be considered by such Municipal Commission, which shall have the right to revise the marking and grading on the papers, or order a new examination, or otherwise act as substantial justice in the premises may require.

Rule 28.

ELIGIBLE LISTS.

Examinations for positions or grades in the competitive class shall be set by the Secretary, after conference with the Chief Examiner, and eligible lists prepared, as the needs of the service require.

No examination shall be held under any title not specifically designated by Rule 68 as in the competitive class, unless it is shown to the satisfaction of the Commission that the qualifications required in the position or positions to be filled have not been ascertained by the examination held under any classified title. The Commission may, in such a case, authorize a special competitive examination, under these rules, in order to establish an appropriate eligible list, and the reasons therefor shall be stated in the minutes.

All examinations for original appointment to positions in Schedules B or D shall, unless otherwise specified, be for the lowest grade of such position, *providing* that by direction of the Commission an open competitive examination may at any time be held to secure eligibles for a specified grade of any such position, which it is not practicable to fill under the rules governing promotion.

Upon each eligible list shall be placed the names of only such

persons as have been found by the Examining Board to be duly qualified for the position for which such list is prepared. The names of candidates shall be placed upon such list in the order shown by the respective percentages of their aggregate markings upon their examinations, except that the names of candidates who have been honorably discharged from the military or naval service of the United States in the Civil War shall be placed at the head of such list, in the order shown by their respective percentages.

When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application nor of examination shall give any other advantage in position on the registers of eligibles.

In examinations for promotion, when two or more eligibles on a register have the same average percentage, preference in certification shall be determined by seniority in service.

The term of an eligible list is fixed at not less than one year or more than four years from the date of the establishment of such list. An eligible list which has been in force for a period of one year shall terminate, provided that a new examination has been held and a new list prepared for the same position. Persons whose names appear upon any such eligible list shall be notified by mail when a new examination is to be held for the same position, and informed that their eligibility will cease upon the establishment of the new eligible list as the result of the new examination.

No person whose name is upon an eligible list may waive his right to certification or appointment except for any one of the following reasons, stated in writing to the appointing officer and to the Municipal Commission:

(1) Residence in a borough other than that in which the duties of the position offered are to be performed.

(2) Insufficiency of the salary attaching to the position offered; or

(3) Temporary inability, physical or otherwise, to accept the position offered, the proof of which shall be accepted by the Municipal Commission. The Commission shall enter upon its minutes the reasons for its action in each such case, and the waiver shall not continue in effect for a longer period than thirty days from the date of certification.

The name of any eligible who shall decline certification or appointment for any reason other than those above specified shall be stricken from the list.

Whenever an eligible certified for appointment shall fail to accept an offer of appointment sent to him by mail at his post-office address within four business days next succeeding the mailing of such offer of appointment, he shall be deemed to have declined such appointment.

An eligible who has declined an appointment on the ground of the insufficiency of the salary offered shall not thereafter be certified for a position at the same or any less salary. Whenever one or more eligibles shall have declined any appointment offered, and an eligible whose relative standing is lower shall have been appointed to the position, the salary or compensation of such appointee shall not be increased within a period of one year after his appointment, beyond that offered to the person so declining.

If the appointment shall be made of any person other than one of the three standing highest on the eligible list the appointing officer shall forward to the Commission, with the notice of appointment, copies of all correspondence to and from the persons declining such appointment.

No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating, except at the end of nine months from the date of the eligible list, without the consent of the Commission.

All eligible lists completed and in force at the date of the adoption of this rule are hereby continued in force for the balance of the period of eligibility originally attaching to such lists, and shall remain in force until such time as other lists may be formed for the same position or grade, in the manner provided by these rules.

Rule 29.

CERTIFICATION AND APPOINTMENT.

Whenever a vacancy shall occur within any grade of any class in Schedules B, C, D, E or G, which, in the opinion of the appointing officer, the business of the City requires to be filled, he shall forthwith notify the secretary of the vacancy and state whether the same is to be filled by appointment or by promotion or by rein-

statement, and the title of the position, the duties to be performed, the number of vacancies to be filled and compensation to be paid. If the position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship or whether any of the special qualifications denoted by the optional subjects are required, and if so, which.

Appointment shall be made to or employment shall be given in all positions in the competitive and labor classes that are not filled by promotion, reinstatement, transfer or reduction, under the provisions of the Civil Service Law and these rules, by appointment from among those standing highest upon the eligible list prepared by the Municipal Commission, except as otherwise provided in the Civil Service Law.

The secretary shall thereupon, as soon as practicable, certify to the appointing officer for appointment, or for promotion, or for reinstatement, from the eligible list most nearly appropriate to such position as it may then exist, the names of the three persons standing highest on such eligible list, indicating such of them, if any, as are honorably discharged soldiers, sailors or marines of the army or navy of the United States in the late Civil War, citizens and residents of this State. The certificate of the secretary shall, in all cases, state the relative standing of each of the persons certified.

The appointing officer shall thereupon fill said vacancy or vacancies by the appointment of one or more of the persons so certified. Until an appointment has been made from said certification or until said certification has been canceled, no new certification shall be made to fill said vacant position or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing officer of the names certified by the secretary, and the secretary shall be notified within twenty-four hours by the appointing power of the appointments or promotions so made. No certification shall be in force for a longer period than fifteen days.

When a requisition is made to fill a position for which no eligible list exists, the secretary shall, after a conference with the Chief Examiner, make certification from the eligible list most nearly appropriate for the group in which the position to be filled is classified, and wherein the qualifications demanded have been determined by examination.

If the appointing officer shall signify that attainment in one or

more of the optional subjects is essential, the secretary shall certify the names of the three persons whose standing on the eligible list for the denoted special subject is the highest. The Examining Board may, at any time, hold a competitive examination to fill a vacancy in a position of this kind if, in their judgment, there is no appropriate eligible list from which to fill the vacant position.

No person on an eligible list shall be certified more than three times to the same appointing officer for the same bureau or institution, except at the request of said appointing officer, unless the person so certified is a veteran, in which case his name shall continue to be certified so long as it remains on the eligible list under these rules.

Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint or promote to office a number smaller than that of the vacancies named by him, he shall not make selection from the whole number certified to him, but only from that number of names standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

All positions filled by appointment based on optional subjects shall be specifically noticed in the published list of appointments in the official register.

If the appointing officer shall certify that a person named in a certification has declined to accept a position offered, the secretary may certify the name of the person standing next highest upon the eligible list to those already certified.

If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Municipal Commission.

Rule 30.

Notice shall within twenty-four hours be given in writing by the appointing officer to the secretary, of the person or persons appointed, giving the application number, name, address, position, salary and date of appointment, and such other information as the Municipal Commission may require, and a record of the same shall be kept by said secretary.

Rule 31.

Notice of all appointments made under these rules shall be for-

warded by the secretary of the Commission within five days to the City Record for publication.

Rule 32.

The Commission shall keep in its office an official roster of the classified service of the City of New York, and shall enter thereon the name of each and every person who has been appointed to, employed, promoted or reinstated in any position in such service upon such evidence as it may require or deem satisfactory that such person was appointed to, or employed, promoted or reinstated in the service in conformity with the provisions of law and of these rules. The official roster shall show opposite, or in connection with each name, the date of appointment, employment, promotion or reinstatement, and the office in which and the compensation of the position, date of commencement of service, and the date of transfer in or separation from the service by dismissal, resignation, cancellation of appointment, or death.

Within five days from the date of any transfer, promotion, suspension, resignation, death or removal of any person holding a position in the service of the City, notice thereof shall be given in writing by the appointing officer to the secretary, who shall keep a record of the same.

Appointing officers of any department, office, bureau or institution whose employes are paid direct from the treasury of the City, shall furnish the Municipal Commission with pay-rolls showing the names of the persons to be paid, residence, title of position held or kind of service performed by each person, the rate and amount of compensation to which he is entitled and the period for which he is paid, and shall certify that the persons named therein are employed solely in the performance of the appropriate duties of the positions and employments indicated, and have not been assigned to perform duties appertaining to any other title.

Upon satisfactory evidence that, with intent to evade the provisions of law and of these rules, any person appointed to or employed in any position in the classified service has been assigned to perform duties other than those for which he was examined and certified, or under any title not appropriate to the duties to be performed, the Commission will refuse the certification required by Section 19 of the Civil Service Law, and remove the name from the official roster.

The certification of pay-rolls by the Municipal Civil Service Commission, required by Section 19 of the Civil Service Law, may be made by the secretary or the assistant secretary of the Municipal Commission on behalf of the Commission, and the Municipal Commission for such purpose may by resolution authorize its secretary and assistant secretary or either of them to make such certification.

The Commission may by resolution authorize a change in the title of any person holding a classified office or position, as borne on the payroll of the department, office, bureau or institution in which such person is employed, provided that such change is not inconsistent with the rules governing transfer or promotion.

Rule 33.

When the services to be rendered by an appointee are for a temporary period, not to exceed three months, and the need of such service is important and urgent, the appointing officer may appoint from the appropriate eligible list, in accordance with the second paragraph of Rule 29, any person willing to accept such temporary appointment, but the acceptance or declination of any such temporary appointment shall not deprive the appointee of his right to future certification for permanent appointment, nor shall said appointee be entitled to the privileges conferred by the provisions of the rules relating to promotion, transfer, and reinstatement.

Successive temporary appointments shall not be made to the same position under this rule.

In the following offices, when extra clerks are required for temporary employment and a sufficient number of candidates on the eligible list after due certifications will not accept such temporary employment, clerks may be employed without examination during the periods specified respectively; provided, however, that persons appointed from the eligible lists shall be preferred for retention in the office in case the number of employees is reduced.

In the office of the Receiver of Taxes, Department of Finance, during the busy season, for the collection of taxes, for a period not exceeding four months, between September 1 and January 1.

In the office of the Superintendent of Elections, Police Department, during the season when extra clerks are required for purposes of registration, for a period not exceeding forty days.

In the office of the Collector of Assessments and Arrears, for a period not exceeding four months, between August 15 and December 15.

In the office of the Registrar of Water Rates, Department of Water Supply, for a period not exceeding three months, between May 1 and August 1.

But no temporary appointments shall be made to any of the above-mentioned clerkships unless within four months prior to such appointment a special competitive examination for temporary clerkships has been held.

Upon the termination of the employment of any person employed as the result of an examination pursuant to the provisions of this rule in any of the departments named, the name of said person shall be restored to the eligible list in the order of his original standing for future certification for temporary employment as clerk, but no other right is conferred by this rule upon such person.

Rule 34. (REPEALED.)

Rule 35.

PROBATION.

Every original appointment to or employment in any position in the competitive class shall be made for a probationary term of three months, except in Schedule C, where the term shall be for one month, and an appointing or nominating officer in notifying a person certified to him for appointment or employment shall specify the same as for a probationary term only; and if the conduct, capacity and fitness of the probationer are satisfactory to the appointing officer, his retention in the service, after the end of such term, shall be equivalent to his permanent appointment, but if his conduct, capacity or fitness be not satisfactory, he may be discharged at the end of such term, without regard to the provisions of Rule 42 limiting the power of removal.

Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department, and there is necessity for reduction of the force of such department affecting such persons, they shall be preferred for retention in the order of their original standing upon such list.

Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and

value of the services rendered by such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing the character and qualifications of such probationer, and of the services rendered by him, and such reports shall be preserved on file.

Rule 36.

PROMOTION.

Promotion from the lower grades to the higher shall be on the basis of ascertained merit, seniority of service and examination, as hereinafter provided.

Rule 37.

THE GRADED SCHEDULES.

For purposes of orderly arrangement and of regulated promotion the offices and positions in Schedules B, C and D of the competitive class shall be divided into grades, based upon the relative character of the duties performed and the rates of annual compensation. Such grades shall be, until otherwise established, as follows:

SCHEDULE B.

JUNIOR CLERKS OR OTHERS.

- Grade I. Office Boy (or girl). Annual compensation not exceeding \$300.
- Grade II. Junior Clerks or others. Annual compensation of \$480.
- Grade III. Junior Clerks or others. Annual compensation of \$540.
- Grade IV. Junior Clerks or others. Annual compensation of \$600.

CLERKS OR OTHERS.

- Grade I. Offices or positions having an annual compensation of \$750.
- Grade II. Offices or positions having an annual compensation of \$900.
- Grade III. Offices or positions having an annual compensation of \$1,050.
- Grade IV. Offices or positions having an annual compensation of \$1,200.
- Grade V. Offices or positions having an annual compensation of \$1,350.
- Grade VI. Offices or positions having an annual compensation of \$1,500.
- Grade VII. Offices or positions having an annual compensation of \$1,650.
- Grade VIII. Offices or positions having an annual compensation of \$1,800.
- Grade IX. Offices or positions having an annual compensation of \$1,950.
- Grade X. Offices or positions having an annual compensation of \$2,100.
- Grade XI. Offices or positions having an annual compensation of \$2,250.
- Grade XII. Offices or positions having an annual compensation of \$2,400.

Grade XIII. Offices or positions having an annual compensation of \$2,550.

Grade XIV. Offices or positions having an annual compensation of \$2,700.

Grade XV. Offices or positions having an annual compensation of \$2,850.

Grade XVI. Offices or positions having an annual compensation of \$3,000

or over.

SCHEDULE C.

POLICE DEPARTMENT.

Grade I. Patrolman.

Grade II. Roundsman.

Grade III. Sergeant.

Detective Sergeant.

Grade IV. Captain.

Grade V. Inspector.

FIRE DEPARTMENT.

Grade I. Fireman.

Grade II. Engineer of Steamer.

Grade III. Assistant Foreman.

Grade IV. Foreman.

Grade V. Battalion Chief.

Chief of Construction and Repairs to Apparatus.

Chief Instructor.

Grade VI. Deputy Chief.

Grade VII. Chief.

STREET CLEANING DEPARTMENT.

Grade I. Assistant Dump Inspector.

Assistant Stable Foreman.

Grade II. Dump Inspector.

Time Collector.

Section Foreman.

Stable Foreman.

Grade III. Assistant Superintendent of Final Disposition.

Grade IV. District Superintendent.

Superintendent of Final Disposition.

Grade V. Assistant Superintendent.

Grade VI. Superintendent.

SCHEDULE D.

Grade I. Offices or positions having an annual compensation of \$750 or less.

Grade II. Offices or positions having an annual compensation of \$900.

Grade III. Offices or positions having an annual compensation of \$1,050.

Grade IV. Offices or positions having an annual compensation of \$1,200.
 Grade V. Offices or positions having an annual compensation of \$1,350.
 Grade VI. Offices or positions having an annual compensation of \$1,500.
 Grade VII. Offices or positions having an annual compensation of \$1,650.
 Grade VIII. Offices or positions having an annual compensation of \$1,800.
 Grade IX. Offices or positions having an annual compensation of \$1,950.
 Grade X. Offices or positions having an annual compensation of \$2,100.
 Grade XI. Offices or positions having an annual compensation of \$2,250.
 Grade XII. Offices or positions having an annual compensation of \$2,400.
 Grade XIII. Offices or positions having an annual compensation of \$2,550.
 Grade XIV. Offices or positions having an annual compensation of \$2,700.
 Grade XV. Offices or positions having an annual compensation of \$2,850.
 Grade XVI. Offices or positions having an annual compensation of \$3,000
 or over.

For purposes of promotion, a position in either Schedule B or D, the annual compensation of which is different from that specified for any grade of the aforesaid schedules, shall be deemed as of the grade of such schedule the salary of which is next lower.

When a person permanently occupying an office or position in either of said schedules is paid at a weekly or at a *per diem* rate, the grading of such office or position shall be according to the corresponding annual rate, computed on a basis of 52 weeks or of 304 working days to a year.

An increase in salary or other compensation of any person holding an office or position within the scope of this rule beyond the rate fixed for the grade in which such office or position is classified, shall be deemed a promotion.

Rule 38.

Whenever a vacancy is to be filled in any position in Schedules B, C or D, above the lowest grade, and there is no appropriate or adequate eligible list for promotion, the Municipal Commission shall forthwith arrange to hold a competitive examination for promotion, limited to those persons who have served with fidelity for six months in the next lower grade, or for one year in the second lower grade, except as provided in Rule 54. On the request of an appointing officer the Commission may admit to such examination persons holding positions in three or more grades, providing such persons shall have served with fidelity for a period equivalent to

service of six months for each of such grades, the reasons for such request to be set forth, in each case, in detail.

No promotion shall be made from a position in one class to a position in another class unless the same be specially authorized by the Municipal Commission; but a person employed in any classified position shall be admissible to the open competitive examination prescribed for original entrance to any other position.

The test of actual service being the main factor for fitness in promotion, there shall be kept in every office continuous and comparative records of the efficiency, punctuality, attention and general good conduct of all persons employed therein. Such records shall at all times be open to inspection to the Municipal Commission for the purpose of verification, or otherwise, and if the same shall have been regularly and properly kept, they shall constitute one of the elements in such promotion examination, with such relative weight as shall be assigned to them by the Examining Board, subject to the approval of the Municipal Commission. If such records have not been regularly and properly kept the Chief Examiner shall prescribe such tests as to him may seem best calculated to determine the relative merit and fitness of persons entitled to enter the promotion examination, subject to the approval of the Municipal Commission.

On receiving the notification of an appointing officer that a vacancy exists which is to be filled by promotion, the Municipal Commission, after consultation with such officer, shall set the earliest date practicable for the examination required under this rule and shall publish the same, by notice, posted conspicuously in the department, office or institution in which such vacancy exists and communicated to those eligible for such examination.

No person shall be promoted from any position in Schedule G to any position classified as subject to competitive examination, unless such person shall have served the City creditably for a period of three years in the department in which he is employed, and then only when the promotion is in accordance with these rules, and is in the direct line of duty and according to grade, and the person named shall pass an examination of the same character as required for original appointment to said position.

It shall be the duty of the officer or officers constituting the appointing power in the department in which a vacancy exists to

make and forward to the Municipal Commission a certified copy of the record of the Department, showing the efficiency, character and conduct of every person in such inferior grade who desires to become an applicant for such promotion. The Municipal Commission shall not be bound to accept such certified copies as final, but may in their discretion call for the original records instead. The Municipal Commission or Examining Board shall have the right to call upon the appointing officer for further information upon any of the matters before them.

Whenever there are less than three persons eligible for promotion to fill a vacancy and willing to compete therefor, or whenever an appointing officer wishes to promote uniformly all persons in a particular grade entitled to compete, the person or persons nominated by him may be promoted to the next higher grade, upon a certificate of the facts and on passing a non-competitive examination, approved by the Commission.

Rule 39.

Examiners of persons named for promotion shall personally question them concerning their office work and its purposes, in order to ascertain if they have a general and intelligent knowledge of the business in the department in which they are employed, and may require the persons examined to give a written description of the work done by them and its relation to the duties of others.

Rule 40.

TRANSFER.

A person who has received a permanent appointment to any position in the competitive class may be transferred without examination to a position in the same class, in any other office, provided that for original entrance to the position proposed to be filled by transfer there is not required by these rules, in the opinion of the Municipal Commission, an examination involving essential tests or qualifications different from or higher than those involved in the examination for original entrance to the position held by the person proposed to be transferred, or provided he shall have served the City with fidelity for at least three years in a similar position; but this restriction shall not apply in case the name of such person

shall be upon the eligible list for the position to which he is proposed to be transferred.

No transfer shall be made from any position in the unclassified service to any position in the classified service, nor from any position in one class to any position in another class, nor from any position in any grade in the competitive class to any different grade in that class unless the same shall be specially authorized by the Municipal Commission, and such authorization shall be reported, with the reasons therefor, in the annual report to the State Civil Service Commission.

Upon the written request of an appointing officer stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

All transfers herein authorized shall be made only after the issuance of such certificate.

Rule 41.

DISMISSAL.

No person dismissed from the service for delinquency or misconduct shall be eligible to appointment in any capacity in any department of the Municipal service within two years.

Rule 42.

To secure compliance with the provisions of the Civil Service Law prohibiting removals because of political opinions or affiliations, no removal of any person in the classified service of the City of New York shall be valid unless and until a statement of the causes of such removal shall be filed with the Municipal Commission and a copy of the same furnished to the person sought to be removed and until such person has been afforded an opportunity to present an explanation in writing.

No person holding a position by appointment or employment in the City of New York, who is an honorably discharged soldier, sailor or marine having served as such in the Union Army or Navy during the War of the Rebellion, and who is an honorably discharged soldier, sailor or marine, having served as such in the Army or Navy of the United States during the Spanish-American War, or is an honorably discharged soldier, sailor or marine of the regular Army or Navy of the United States, or who shall have served the

term required by law in the volunteer fire department of any city, town or village in the state, or who shall have been a member thereof at the time of disbandment of said volunteer fire department, shall be removed from such position or employment, except for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges and with the right to such employee or appointee to a review by a writ of certiorari. If the position so held by any such honorably discharged soldier, sailor or marine, or volunteer fireman shall become unnecessary or be abolished for reasons of economy or otherwise, the said honorably discharged soldier, sailor or marine, or volunteer fireman holding the same shall not be discharged from the public service, but shall be transferred to any branch of the said service for duty in such position as he may be fitted to fill, receiving the same compensation therefor. Nothing in this section shall be construed to apply to the position of private secretary or deputy of any official or department, or to any other person holding a strictly confidential relation to the appointing officer. A person serving under a probationary or provisional appointment shall not be deemed to be holding a position within the meaning of this section.

Rule 43.

REINSTATEMENT.

Any person employed in any position in the service of the City of New York who shall be certified to the Commission by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the service of the City in the same position in the same department within one year next following his leaving the service. If such employment was after due certification for the same, under these rules, or under the Civil Service statutes in force at the time the examinations were held, or if such persons shall have passed the examination or attained a place upon the eligible list for such position, such person may be re-employed without further examination. If it was not subject to these rules or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules. If several persons are so certified they shall be placed on a separate eligible list, pursuant to these rules.

Whenever in any department or institution an office or position

is abolished, or whenever the number of positions of a certain character is reduced, the person or persons legally holding the office, or filling the position, shall be entitled to reappointment to or reinstatement in the said position or office if it is thereafter within one year re-established under the same or any other designation.

But any person employed in the train service of the New York and Brooklyn Bridge in July, 1898, whose services were discontinued through the transfer of the train service from the authority of the City to that of the Elevated Railroad Companies may be reinstated in the service of the City in the same or a similar position and grade in any Department within three years, without further examination, provided, that the names of all such persons shall be placed on appropriate eligible lists in the order of their length of City service, the one with longest service being placed at the head, and such persons to be certified in regular order from such lists to vacancies in such positions as they are entitled to fill. Any reinstatement herein authorized shall be made only after the certificate of the Municipal Civil Service Commission, that the reinstatement has been made in accordance with this rule.

Rule 44.

No person in the public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and no person shall be removed or otherwise prejudiced for refusing to do so.

No person in said service shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person in such service because of his political or religious opinions or affiliations.

SCHEDULE B.

Rule 45.

CLERICAL POSITIONS.

The general examination for admission to positions in Schedule B shall be in writing and on the following subjects:

1. Handwriting.

2. Writing from Dictation.
3. English Spelling.
4. Arithmetic.
5. Making a condensed summary of a document or letter-writing or both.

Optional:

6. Copying from manuscript and indexing.
7. Arithmetic, applied, viz.: practical problems in proportion, percentage, interest, discount and average.
8. Letter-writing on subjects connected with New York City affairs; grammatical correctness and brevity of expression will be considered.
9. Bookkeeping.
10. Expert Penmanship.
11. Typewriting.
12. Stenography.

Every applicant must be examined in the five obligatory subjects, and may be examined further in such of the optional subjects as he may select.

The provisions of this rule, or the provisions of Rules 46 and 47 may be waived and the subjects and the weights attaching thereto may be fixed by the Examining Board, in its discretion, in the case of any position in Schedule B, except that of Clerk; but the subjects and the weights in examinations for positions in any schedule shall be specified in the advance advertisement thereof.

Rule 46.

The relative weight given to the several obligatory subjects in making up the average standing in Schedule B shall be as follows:

1. Handwriting	30
2. Writing from Dictation.....	15
3. English Spelling.....	15
4. Arithmetic	20
5. Making a summary, or letter-writing.....	20
Total of weights.....	100

Rule 47.

The process of ascertaining the absolute standing of each competitor shall be as follows:

Result of Examination of Adam Roberts (Date).

SUBJECTS.	STANDING ON SUBJECT.	WEIGHT GIVEN TO SUBJECT.	PRODUCT OF STANDING AND WEIGHT.
1. Handwriting.....	88	30	2,640
2. Writing from Dictation... ..	90	15	1,350
3. English Spelling.....	68	15	1,020
4. Arithmetic	72	20	1,440
5. Making a Summary.....	70	20	1,400
Total product.....			7,700
Divide products by Sum of Weights	..	100	..
General average standing.....	..	..	77
6. Letter Writing.....	..	..	86

The standing in each of the optional subjects in which any competitor is examined shall be marked on a scale of 100 and shall be recorded in the preceding form as there shown. A similar form shall be used in stating the result of examination for appointment to positions under Schedules C, D and E.

At competitive examinations held for the position of Clerk, a separate eligible list will be made up having handwriting as its basis, and where a requisition is made calling for good handwriting rather than proficiency in the other required subjects, certification will be made from such eligible list. Public notice of this rule will be given before each examination.

SCHEDULE C.

Rule 48.

FIREMEN AND PATROLMEN.

All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Municipal Civil Service Commission and Examining Board, and the same shall be filed in the office of the said secretary. For all positions in said schedule, except for Matron and Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

City of New York.....190 .

*To the Municipal Civil Service Commissioners of
The City of New York:*

The undersigned states that he is.....years of age, respectfully asks appointment as.....in the.....Department, City of New York, and refers you to the following testimonials:

Signed.....

Each of the undersigned respectfully represents to the Commissioners of.....City of New York, that he can and does hereby testify that he knows the above applicant personally, and that he is a man of good moral character, of sober and industrious habits, that he has never known him to be guilty or convicted of any criminal act or disorderly conduct, and each of the undersigned further says that he is not a keeper of a liquor saloon; that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Name..... Residence.....

The second, which must be filled out and signed in the presence of the Secretary or of a Clerk of the Municipal Civil Service Commission, who shall also sign as witness, shall be as follows:

(N. B.—This statement of applicant must be filled out and signed in the presence of the Secretary or of a Clerk of the Civil Service Commission, who shall also sign as witness.)

City of New York.....190 ..

Statement of.....

Where were you born?.....

In what year?..... Month?..... Day?.....

Where do you live? (street and number).....

How long have you lived in New York City?.....

If not born in the United States, have you been naturalized?...

..... When?..... Where?.....

Are you married?.....or single?.....or widower?.....

What family have you?.....

Have you been complained of, indicted for or convicted of any criminal offense?.....Where?.....

What is your regular occupation?.....

What has been the nature of your occupation for the last five years?.....

Have you ever been a policeman (or fireman, as the case may be)?
..... If so, where?..... and when?.....

Have you paid or promised to pay, or given any money or other consideration to any person, directly or indirectly, for any aid or influence toward procuring your appointment?.....

*Have you ever been in the Army or Navy of the United States? If so, when?.....In what capacity?.....

Witness.....

..... Signature of Applicant.

Sworn to before me, this

....day of.....190... ..

Signature of officer administering oath.

***If the applicant has been in the military or naval service of the United States he should furnish the name and address of one or more of his surviving officers if practicable. In any case he shall give satisfactory evidence of honorable discharge.**

Rule 49.

Every applicant for position in Schedule C, except for Matron and Doorman in the Police Department, shall present to the Examining Board a statement in reference to his physical qualifications, in which he shall answer in writing the following questions:

APPLICANT'S STATEMENT.

Name

Date of birth.....

Occupation

Have you any disease now?.....

What diseases have you had during the last seven years?.....

.....

Do you know of any hereditary disease in your family?.....

If your parents, brothers or sisters, or any of them, are dead, of what disease did they die?.....

Have you ever had fits?.....

Have you ever had any fracture or dislocation?.....

Have you ever received any injury in the head or spine?.....

Are you subject to piles?.....

Have you ever been vaccinated?.....

Have you ever had rheumatism?.....

.....Applicant.

The medical and physical examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following schedule, and fill up and certify the same in accordance with the results of such examination.

SCHEDULE.

Name..... Age..... Residence.....

HAS THE APPLICANT ever been examined by the Medical Officer of the Department, and if so, state the result?			
* STATE THE EXACT Weight, A; Height, B; Circumference of Chest, C.		WEIGHT.	HEIGHT.
A.		B. Feet.	Inches.
		C †	At forced Expiration..... inches
			On full Inspiration inches
A. IS THE RESPIRING MURMUR clear and distinct over both lungs?			
B. Is the character of the Respiration Full, Easy, and Regular?			
C. Are there any indications of Disease of the Organs of Respiration or their Appendages?			
A. IS THE CHARACTER of the Heart's action Uniform, Free, and Steady?			
B. Are its Sounds and Rhythm Regular and Normal?			
C. Are there any indications of Disease of this Organ or of the Blood Vessels?			
A. IS THE SIGHT good?			
B. Is the Hearing good?			
IS THE APPLICANT SUBJECT TO COUGH, Expectoration, Difficulty of Breathing, or Palpitation?			
A. ARE THE FUNCTIONS of the Brain and Nervous System in a Healthy State?			
B. Has the Brain or Spinal Cord ever been Diseased?			

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or abdominal organs, or the skin, eyes, ears, limbs, etc.

HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?

† DOES THE APPLICANT display any evidence of having or having had syphilis?

HABITS, use of stimulants and tobacco.

* The Examiners are called upon to pay especial attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference of at least two inches at forced expiration and on full inspiration.

‡ Syphilitic taint in the applicant must always be regarded as good cause of rejection.

** Obesity must be regarded as a good cause for rejection.

STATURE AND WEIGHT. — The stature shall not be below 5 ft. 7½ in., nor the weight below that marked as its minimum accompaniment in the subjoined table: **

Circumference of Chest.		Height.		Feet.		Inches.		Min. Weight.	
Inches.		Feet.		Inches.		Pounds.			
33	5	7½	5	7½	5	138			
34	5	8	5	8	5	140			
34½	5	9	5	9	5	145			
35	5	10	5	10	5	150			
35½	5	11	5	11	5	155			
36	6	—	6	—	6	160			
36½	6	1	6	1	6	165			
37	6	2	6	2	6	170			
37½	6	3	6	3	6	175			
38	6	4	6	4	6	180			

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

(b) In the case of Patrolmen in the Police Department the minimum height required is 5 feet 7½ inches and the weight is 138 pounds.

(c) In the case of Firemen in the Fire Department, the stature shall not be below 5 feet 6½ inches, nor the chest measurement and weight below those marked as the minimum in the subjoined table:

HEIGHT.		CIRCUMFERENCE OF CHEST.	WEIGHT.
Feet.	Inches.	Inches.	Pounds.
5	6½	36	136
5	7	36	138
5	7½	36	140
5	8	36	145
5	8½	36	150
5	9	36	155
5	9½	36	160
5	10	36	165
5	10½	36	170
5	11	36	175
5	11½	36	180
6		36	185
6	0½	36½	190
6	1	36½	195

Affidavit to be signed and sworn to by applicant.

City and County of New York, ss.:

I.....being duly sworn, depose and say,
that I have returned true answers to the inquiries of.....
touching my personal and family health, history, habits and ante-
cedents, and that I am the person described in the above record of
examination.

Sworn to before me this

...day of.....190..

Notary Public (or Commissioner of Deeds).

CERTIFICATE OF MEDICAL AND PHYSICAL EXAMINERS.

We hereby certify that we have this day carefully and thor-
oughly examined, in accordance with the above instructions.....
.....and find that he is.....sound in limb and body, is.....
able-bodied.....of a robust constitution, has.....good eye-
sight, and.....good hearing, and in our opinion is.....physi-
cally.....qualified to sustain the labors and exposures, and per-
form the duties of a.....and that the above is a truthful record
of the examination.

(Signed)

New York, ... 190..

Rule 50.

The physical examiner shall also test the strength, activity and physical capacity of the applicant by suitable examination into the strength of his lungs and the strength of his back, chest, legs and arms. These tests shall be submitted to and approved by the Commission. Such examiner shall report in writing to the Board of Examiners the result of such examination.

Rule 51.

Applicants for positions shall then be submitted for further examination as to general qualifications.

Except that the provisions of this rule or the provisions of Rules 52 to 55, inclusive, shall not apply to candidates for positions in the Street Cleaning Department.

GENERAL QUALIFICATIONS.

1. General character: To include habits and reputation and to be ascertained in such a manner as the Examining Board may determine with the aid directed by Rule 48.

2. Experience: Obtained either in actual service as a Police Officer (or Fireman, as the case may be), or in other occupation tending to qualify for such service.

3. Obligatory subjects.

(a) Spelling.

(b) Handwriting.

(c) Writing down from memory the substance of matter orally communicated.

(d) Arithmetic.

(e) Rules and regulations relating to the duties of the position applied for.

(f) In the case of applicants for positions as Policemen, questions relating to City government, location of streets, public buildings, railroad depots and other subjects respecting which strangers in the city naturally inquire. In the case of applicants for Firemen, these questions should be directed to the location of streets and buildings.

The relative weight given to the several obligatory subjects in making up the average standings will be as follows :

(a) Spelling	2
(b) Handwriting	1
(c) Writing from memory.....	1
(d) Arithmetic	1
(e) Rules and regulations relating to duties of position.....	2
(f) City information (or knowledge of buildings, etc.).....	3
Total weights.....	10

Rule 52.

In making up the general average of the standing of applicants for positions in Schedule C, except for Matron and Doorman in the Police Department, the relative value of the subject shall be as follows :

Physical qualifications.....	4
Experience	1
Obligatory subjects.....	5
Total of values.....	10

The general average shall be ascertained by multiplying the ascertained average standing of the applicant in each qualification by the value attached thereto and dividing the united products by 10.

No person whose standing on the average of obligatory subjects is less than 70 per cent., or whose standing on physical qualifications is less than 70 per cent., or whose ascertained average on all is below 70, shall be placed upon the eligible list.

Rule 53.

Under the head of "Rules and Regulations," the examiners shall endeavor to test the natural or acquired fitness of the applicants for their work. They shall be given a reasonable time before the examination a copy of selected rules and regulations covering the more important branches of their future duty.

Rule 54.**PROMOTION OF FIREMEN AND POLICEMEN.**

Promotions to all positions included in Schedule C shall be made from the next lower grade for ascertained merit, seniority in service and by competitive examination.

The relative weights to be given to the different elements shall be:

Twenty-five per cent. to the competitive mental examination.

Fifty per cent. to the permanent records of previous service, including efficiency, character and conduct.

Twenty-five per cent. to seniority in rank.

No person shall be placed upon the eligible list who has not attained at least 70 per cent. in each of these subjects.

No person shall be admitted to further examination unless he shall have previously passed the proper medical and physical tests.

The subjects of competitive mental examination shall be as follows:

- (1) Writing a report to a superior officer.
- (2) Questions upon subjects connected with the city government and the administration, organization and discipline of the Police or the Fire Departments.
- (3) General knowledge of localities.
- (4) Handwriting.
- (5) Knowledge of rules and regulations.
- (6) Knowledge of laws and ordinances relating to his duties.

Each candidate shall be rated for efficiency, character and conduct as shown by his previous service upon the permanent and continuous records of the Department in which each man's actions and conduct shall be entered. Special consideration in rating shall be allowed for conspicuous acts of bravery.

In any examination for promotion to the grade of Assistant Foreman in the Fire Department, candidates who have served in the position of Engineer of Steamer, or who hold a place upon the eligible list for Engineer of Steamer, shall be given special consideration in rating.

In rating for seniority 70 per cent. shall be allowed for three years' service in the grade. An additional 2 per cent. shall be allowed for each of the next five years' service (after the first two

years) in the grade, and an additional 1 per cent. for each of the next twenty years' service in the grade after the first seven years.

No Fireman or Patrolman shall be eligible for examination for promotion who has not reached the rank of first grade in his respective position, as defined by chapter 378 of the Laws of 1897.

Whenever positions in Schedule C, for which promotion is sought, call for special or technical knowledge, not covered by the above requirements, the Examining Board may, subject to the approval of the Municipal Commission, fix such subjects as they deem appropriate and necessary, and such subjects shall conform as far as practicable to those fixed in examinations set for similar positions in other schedules.

Rule 55.

During the period of probation provided for by these rules all persons admitted on such probation to positions in Schedule C shall pass such portion of their time as the department shall require in the School of Instruction, and no person shall receive an appointment to a position in either department unless at the end of the period of probation the Instructor of the School of Instruction shall report to the Commissioners that such applicant is competent to become a member of the force. In the case of persons applying to be members of the Life Saving Corps of the Fire Department, no person shall receive such appointment unless at the expiration of such period of probation the Instructor shall report to the Commissioner of the Fire Department that such applicant is competent to become a member of the Life Saving Corps.

SCHEDULE D.

Rule 56.

The general examination for admission to offices or positions in Schedule D shall be in writing. The subjects of examination and the weights attached thereto shall be set in each case by the Examining Board. No person shall be admitted as a competitor for appointment to any position in Schedule D requiring technical or professional qualifications who shall not present satisfactory evidence that he has received a diploma or certificate from some reputable educational institution, showing that he has pursued in

such institution with credit for two years a course of study adapted to qualify him for the position he seeks or for which his appointment is desired. He may, however, produce, in lieu of such diploma or certificate, certificates from one or more professional men of good standing to the effect that he has pursued with them or under their direction and with credit to himself a course of study similar to that before mentioned covering a period of three years. The Examining Board may require candidates for any position classified in Schedule D to present satisfactory evidence or to pass a preliminary physical examination showing that they are free from any physical defect or disease likely to interfere with the proper discharge of the duties of the position sought.

Rule 57. (REPEALED.)

SCHEDULE E.

Rule 58.

The positions coming under Schedule E being of a miscellaneous character and the qualifications for examination being necessarily varied, the subjects of examination shall be selected by the Examining Board, but shall only be such as will fairly test the qualifications of the applicants for the positions desired.

Rule 59.

APPOINTMENTS IN THE NON-COMPETITIVE CLASS.

Vacancies in positions in the non-competitive class may be filled by the appointment of such persons as upon proper non-competitive examination shall be certified as qualified to discharge the duties of such positions by a designated Board of Examiners. The head of any department or institution in which a vacancy or vacancies may occur in this class may nominate for examination a person for each vacancy, but in any institution where a number of persons are employed in the same class of work the appointing officer may nominate for examination more than one person, in order to provide a list of qualified persons from which an immediate selection may be made in case of vacancy. Such nomination may be made to the Commission or directly to the Examiners as the Commission may by regulation prescribe.

The Municipal Commission may at any time appoint and commission a board of examiners for positions of this class who may be officers or employees of the department or institution in which such positions exist. Such examiners shall transmit to the Commission monthly a statement of the results of the examinations conducted by them, with the names of persons examined or appointed and such other information as the Commission may require.

Examinations for positions in the non-competitive class shall be such as shall show (1) that the applicant is free from any physical defect or disease likely to interfere with the discharge of his duties, (2) that his general character is satisfactory and (3) that he possesses the requisite knowledge and ability or that he is qualified by experience to discharge his duties efficiently and intelligently.

To preserve a uniform standard in qualifications for like positions and employments in different institutions the Commission, after consultation with the appointing officers concerned, may at any time, by regulation prescribe uniform limitations and tests, for the government of the examiners.

Rule 60.

PRISON KEEPERS

Applicants for the position of Keeper of Prisons and Work-houses shall not receive an appointment until they have successfully passed a physical examination by the Medical Examiner. The physician making such examination shall answer the following questions in writing and sign his name and address to them:

Has the applicant any organic disease of the following organs, and if so, state what it is?

Lungs.

Heart.

Kidneys.

Is he free from hernia?

Is he free from varicose veins?

Is his sight good?

Is his hearing good?

Does he suffer from any nervous disease, as epilepsy or paralysis?

Are there any circumstances connected with the applicant's health or strength besides what are stated above that can, in your

opinion, tend to render the applicant unfit for prison service as a Keeper?

If so, state them.

CERTIFICATE.

The following certificate must be given in such cases by the Examining Physician to all applicants approved by him:

I, ..., do hereby certify that I have examined....., the above applicant, and having in view all and several the answers to the above questions, I do further certify that I find him physically fit for the prison service of the State of New York.

(Signature)

Dated at.....this...day of....., 190...

SCHEDULE G.

Rule 61.

Schedule G shall include all laborers and other employees in the City service who shall not be subject to examination under the Civil Service rules, or be especially exempt from examination by said rules or by the statutes of this State.

There shall be appointed by the Municipal Commission, at such salary as they may fix, a clerk of the Municipal Commissioners of The City of New York, to be known as the Labor Clerk.

It shall be the duty of each Department of the City Service to report, in writing, to the Secretary of the Civil Service Commissioners, within ten days after a written request from him for such report, the names, duties and salaries of all employees hereby classified in Schedule G, who shall, at the date of such request, be in the service of such department.

Rule 62.

All persons seeking any employment classified in Schedule G shall apply for registry for such employment to the Labor Clerk of the Municipal Commissioners, who shall thereupon forthwith deliver to the applicant, or mail to him at the address given by

him, a copy of these rules and an application blank of such form as shall be prescribed by the Municipal Commissioners, calling for the name, age, residence and citizenship of the applicant, his previous occupation, and service, if any, in the Army or Navy of the United States in the Civil War, and the date of his discharge therefrom, and proof thereof, and also a certificate of character for the purpose of signature by two reputable residents of New York City, one of whom is or shall have been an employer of the applicant, vouching for his sobriety, trustworthiness, industry and capacity for the labor and employment for which he seeks to be registered.

Upon receiving such application duly filled out and signed by the applicant with his name or mark, together with such certificate of character duly filled out and executed, the Labor Clerk shall cause a number to be affixed to the application, showing the order of its receipt, and thereafter shall enter the same in an application book in such order, and shall cause a written notice to be sent or given to the applicant, stating the time and place of his examination for registry, fixed by the Municipal Commissioners as hereinafter provided, at which time and place such examiner or examiners as may be selected by the Municipal Commissioners shall, in such manner as the said Municipal Commissioners shall prescribe, make inquiry regarding age, residence, citizenship, character, previous occupation, military or naval service in the Civil War, of the applicant, and ascertain and determine, by examination into his capacity for labor and his habits as to industry and sobriety, whether he is qualified for the employment sought, and shall endorse a statement of the determination in that regard, and the reasons for it, upon his application, which shall thereupon be placed on file in order of registration as hereinafter stated. Any wilfully false statement or fraudulent conduct on the part of the applicant shall disqualify him for registration.

An applicant who fails to report for physical examination or who changes his (or her) paper after filing the same, shall lose the registration number and shall be required to make a new application.

For any service other than that of common laborer, candidates will be required to produce a certificate from some competent person or persons, of his ability to do the special kind of work for which he desires to be certified.

Rule 63.

All applicants determined to be qualified for the employment sought shall be registered in the order of their application in a labor register to be kept by the Labor Clerk. This register shall subdivide such applicants according to the kind of labor, unskilled or special, for which they are found to be qualified. It shall state the name, age, residence, citizenship and previous occupation of the applicant, the kind of labor, unskilled or special, for which he is qualified, the date of his application, the nature of his service, if any, in the Army or Navy of the United States in the Civil War and of his discharge therefrom, his references and such other information with reference to the applicant as the Municipal Commissioners may from time to time require.

Whenever any list of eligible persons, prepared under authority of this rule, shall contain the names of honorably discharged soldiers, sailors and marines, entitled to preference as aforesaid, any reference in this rule to the persons standing highest on such list shall be deemed to indicate those standing highest of those entitled to preference by the provisions of this rule, and such persons shall be given preference on any list of registered applicants, as though such applications had been filed prior to those of any persons on such lists not entitled to the preference provided by this section.

No person shall be eligible for appointment for a longer period than one year from the date of his or her physical examination. To determine continued eligibility, physical examinations of those already registered may be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail, in the order of his or her registration number, to report upon a fixed day and hour for examination. The names of all those who do not report for said examination and the names of all who are found not qualified as the result of said examination shall be stricken from the eligible list. The name of each person qualified shall be retained upon the registration list in the order of his or her original registration.

In case of an emergency, the appointing officer may hire and employ temporarily such and so many persons as shall be rendered necessary by such emergency, forthwith reporting such action,

with the full particulars thereof, to the Mayor and to this Commission, but no person shall be so hired or employed for a longer period than three days, except that any person registered or eligible to appointment as a Driver, or as Sweeper in the Department of Street Cleaning, may be temporarily employed at any time as an extra Driver or Sweeper to fill the place of a Driver or Sweeper who is suspended or temporarily absent from duty from any cause.

Where the labor service of any department or institution extends to separate localities, the Municipal Commission may provide separate registration lists for each district or locality. There shall be separate lists of applicants for different kinds of labor or employment, and the Municipal Commission may establish separate labor lists for various institutions and departments. But the number and character of such separate lists for institutions and departments shall be stated for the information of applicants in the printed application blank, and any person seeking employment in his trade who is duly qualified under these rules shall be registered as eligible for appointment on any or all of such lists for such trade as he may designate. Preference in employment from such lists shall be given according to date of application.

A separate register shall be kept for the positions of Sweeper, Driver and Dump Boardman in the Department of Street Cleaning, and candidates who have passed the physical examination required shall be registered in the order of their applications under the head of the position for which they apply.

The examinations for registry shall be held under the direction of the Municipal Commissioners as often as the City service may require.

Rule 64.

When the services of laborers or other employees included in Schedule G are required in any department of the City service, the officer of such department thereto duly authorized shall make a written requisition upon the Labor Clerk, stating the number of persons required and the time and place of employment. Upon receiving such requisition the Labor Clerk, under the direction of the Municipal Commission, shall certify to such officer the names of persons on the registered list found qualified for the kind of labor required, stating as to each name, address and

registration number, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Municipal Commission may direct. In making such certificates, the Labor Clerk shall certify:

First—Veterans of the Army or Navy of the United States in the Civil War, who are residents and citizens of this State.

Second—Persons not veterans.

If there be no sub-divisions covering the kind of labor required, or if the names in such sub-division be exhausted, the Labor Clerk shall certify from the sub-division covering unskilled labor, unless the officer making the requisition shall designate some other sub-division and there shall be names enough therein to comply with the requisition; in such case the certification shall be made from such sub-division.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk within twenty-four hours from the date of appointment the names, registration numbers and residences of the persons so selected, provided, however, that whenever the officer shall employ a smaller number than called for in the requisition, he shall not make selection therefor from the whole number certified to him, but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies actually filled.

Rule 65.

The name of any person shall remain upon the registered list for appointment not longer than one year from the date on which it is entered on such list, except after re-examination, as provided in Rule 63. In the case of every employee the department of the City service employing him shall forthwith report him to the Labor Clerk, together with the names and numbers of the persons employed, and upon the termination of the employment shall report, on a form to be prepared and furnished by the Municipal Commissioners for that purpose, the date of such termination and the reason therefor, and the substance of such report shall be entered upon the registry against the name of such employee. No employee whose employment is terminated for the reason of failure to work, incompetence, or physical or moral disqualifications, shall be restored to the registry or be again eligible for regis-

tration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the Examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

REINSTATEMENT.

Any person employed in any position classified in Schedule G who shall be certified to the Municipal Commission by the proper authorities to have left such service without fault or delinquency on his part, and to have performed the duties of such employment creditably, may be re-employed in the same position in the borough of which he is a resident, within one year next following his leaving the service. If such employment was after due certification for the same under these rules, or under statutes in force at the time the examinations were held, such persons may be re-employed without further examination. If it was not subject to these rules, or to such statutes, such person may be re-employed upon passing an examination pursuant to these rules.

Rule 66.

In case there are no eligible lists existing from which appointments may be made to any position in Schedule G, if requisition is made by an appointing officer, the Labor Clerk shall certify the fact to the officer making the requisition, who shall then select such employees as may be immediately required under these rules.

Laborers so employed shall not be retained for a longer period than one week, unless they shall present themselves at the Municipal Civil Service Labor Office for registration in the manner and under the conditions prescribed for those seeking employment, as set forth in the special rules in relation to the employment of laborers.

Rule 67.

TRANSFERS.

No transfer from one position in Schedule G to another position in the same schedule shall be allowed, unless the persons to be transferred shall have served at least one year in the position from which the transfer is to be made, and then only upon pass-

ing an examination equivalent to that required for the position to which he is to be transferred.

No person shall be appointed or employed under any title not appropriate to the duties to be performed.

No Laborer or other employee whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position, or be appointed or promoted to any position classified in either of the other schedules, except upon the conditions prescribed in the Civil Service Rules for appointment or promotion to such position, but in the Department of Street Cleaning, during the winter season, members of the uniformed force may be detailed for clerical or other duty in the snow and ice office.

SCHEDULE A.—Including the following positions in the department respectively named:

COMMISSIONERS OF ACCOUNTS.

Chief Accountant.	Chief Engineer.
Chief Clerk.	2 Examining Engineers.
16 Examiners of Accounts.	2 Stenographers to Commissioners.
8 Chief Examiners of Accounts.	8 Examining Inspectors.
	1 Law Examiner.

ARMORY BOARD.

Secretary of the Board.

BOARD OF ASSESSORS.

Secretary of the Board.

AQUEDUCT COMMISSION.

Secretary of the Commission.	Stenographer to the President
Auditor of Accounts.	4 Division Engineers.

BELLEVUE AND ALLIED HOSPITALS.

Secretary to the President.

BROOKLYN PUBLIC LIBRARY.

Librarian.

Assistant Librarian.

BROOKLYN DISCIPLINARY TRAINING SCHOOL.

Superintendent.

3 Chaplains.

DEPARTMENT OF PUBLIC CHARITIES.

Deputy Commissioner.

Supt. of Out-Door Poor—Manhattan and Bronx.

Second Deputy Commissioner.

Supt. of Out-Door Poor—Brooklyn and Queens.

Secretary of the Department.

Secretary to the Commissioner.

Supt. of Out-Door Poor—Richmond.

Secretary to the Second Deputy Commissioner.

General Inspector.

7 Chaplains.

DEPARTMENT OF CORRECTION.

Deputy Commissioner.

7 Wardens (Prisons or Workhouse).

Secretary of the Department.

5 Chaplains.

Secretary to the Commissioner.

BOARD OF CITY RECORD.

Supervisor of the "City Record."

CITY COURT.

Clerk.

Clerk's Attendant.

Deputy Clerk.

CITY MAGISTRATES' COURT.

Clerk of each Court.

COURT OF GENERAL SESSIONS.

Clerk.

Attendant to each Judge.

Deputy Clerks.

THE MUNICIPAL COURT.

Clerk to each District.

Deputy Clerk for each District in
the Boroughs of Manhattan,
Brooklyn, The Bronx, and the
First District of Queens.

Clerk to each Justice.

Assistant Court Clerk.

COURT OF SPECIAL SESSIONS.

Clerk.

Deputy Clerk of the First Division.

Clerk of the Court for Brooklyn,
Queens and Richmond, Second
Division.

Deputy Clerk of the Second Division.

MUNICIPAL CIVIL SERVICE COMMISSION.

Secretary of the Commission.

Assistant Secretary.
10 Expert Examiners.

CORONERS.

Chief Clerk in each Borough office. Replevin Clerk in each Borough
office.

COLLEGE OF THE CITY OF NEW YORK.

Assistant Secretary.

Secretary to the President.

NORMAL COLLEGE.

Secretary of the College.
Secretary to the President.

Bellringer.

DEPARTMENT OF DOCKS AND FERRIES.

Deputy Commissioner.
Secretary of the Department.
Secretary to the Commissioner.

Chief Engineer.
Cashier.

BOARD OF EXAMINERS.

Clerk to the Board.

BOARD OF EDUCATION.

Secretary of the Board of Education. Supt. of School Buildings.
Secretary to the City Superintendent. Supt. of School Supplies.

BOARD OF ESTIMATE AND APPORTIONMENT

Chief Clerk.
Stenographer to the Board.

Chief Engineer.

BOARD OF ELECTIONS OF THE CITY OF NEW YORK.

6 Chief Clerks for Board and Boroughs.	2 Secretaries to Commissioners. 2 Stenographers to Commissioners.
6 Deputy Chief Clerks for Board and Boroughs.	6 Clerks to Board. 16 Clerks for the Boroughs.

FINANCE DEPARTMENT.

2 Deputy Comptrollers.
Assistant Deputy Comptroller.
14 Auditors of Accounts.
2 Deputy Auditors of Accounts.
18 Examining Inspectors.
7 Expert Accountants.
Secretary to the Comptroller.
City Paymaster.
7 Deputy City Paymasters.
Chief Stock and Bond Clerk.
7 Stock and Bond Clerks.
Security Deposit Clerk.

Collector of City Revenues and
Superintendent of Markets.
Clerk to the Comptroller.
Deputy Collector of City Revenues.
Deputy Supt. of Markets.
10 Bank Messengers.
Messenger in the Paymaster's
office and Auditing Bureau.
Collector of Assessments and
Arrears.

FINANCE DEPARTMENT.—Continued.

Deputy Collector of Assessments and Arrears in each Borough.	Deputy Chamberlain.
Receiver of Taxes.	4 Warrant Clerks in the office of the Chamberlain.
2 Deputy Receivers of Taxes in each Borough.	2 Bank Messengers in the office of the Chamberlain.
29 Cashiers.	Examiner of Endorsements and Coupons in the office of the Chamberlain.
Appraiser of Real Estate.	Stenographer to the Receiver of Taxes.
Supervising Accountant and Statistician.	
7 Examiners of Accounts of Institutions.	

FIRE DEPARTMENT.

Deputy Commissioner—Brooklyn and Queens.	Secretary of the Relief Fund.
Secretary of the Department.	Cashier—Manhattan, Richmond and The Bronx.
Secretary to the Commissioner.	Cashier—Brooklyn and Queens.
Secretary to the Deputy Commissioner.	Inspector of Combustibles.

HEALTH DEPARTMENT.

Secretary of the Department.	Sanitary Superintendent.
Secretary to the President.	Assistant Sanitary Superintendent in each Borough.
Sanitary Engineer.	

LAW DEPARTMENT.

65 Assistants to the Corporation Counsel.	Attendant to the Corporation Counsel.
Chief Clerk.	Attendant to the First Assistant Corporation Counsel, Brooklyn.
Secretary to the Corporation Counsel.	

MAYOR'S OFFICE.

Secretary to the Mayor.	Chief of the Bureau of Licenses.
Assistant Secretary.	Deputy Chief of the Bureau of Licenses, Manhattan and the Bronx.
Chief Clerk and Bond and Warrant Clerk.	Deputy Chief of the Bureau of Licenses, Brooklyn.
3 Executive Clerks.	
Executive Stenographer.	

DEPARTMENT OF PARKS.

Secretary of the Park Board.	2 Assistant Superintendents of Parks
Secretary to each Commissioner.	—Manhattan and Richmond.
Stenographer to the Commissioner for	Landscape Architect.
Manhattan and Richmond.	Chief Engineer—Manhattan and Rich-
Stenographer to the Commissioner	mond.
for Brooklyn and Queens.	Chief Engineer—The Bronx.
Chief Engineer — Brooklyn and	Superintendent of Parks—Brooklyn
Queens.	and Queens.
Superintendents of Parks — Man-	Superintendent of Parks — The
hattan and Richmond.	Bronx.

POLICE DEPARTMENT.

2 Deputy Commissioners.	Cashier and Bookkeeper.
Secretary to the Commissioner.	Complaint Clerk.
Secretary to each Deputy Com-	Property Clerk.
missioner.	Asst. Property Clerk.
Stenographer to the Commissioner.	Auditor of Accounts.
Stenographer to each Deputy	
Commissioner.	

OFFICE OF THE BOROUGH PRESIDENT IN EACH BOROUGH.

Secretary of the Borough.	Executive Clerk.
Stenographer to the President.	Secretary to the President, Brooklyn.

BUREAU OF BUILDINGS IN EACH BOROUGH.

Superintendent of Buildings.	Consulting Architect.
Asst. Supt. of Buildings.	Chief Inspector.
Secretary to the Superintendent.	

BUREAU OF PUBLIC WORKS IN EACH BOROUGH.

Commissioner of Public Works.	Superintendent of Public Buildings and Offices.
Asst. Commissioner of Public Works.	Superintendent of Street Cleaning in Queens and in Richmond.
Secretary to the Commissioner of Public Works.	Consulting Engineer of Public Buildings—Manhattan.
Superintendent of Highways.	Chief Engineer of Sewers, Manhattan.
Superintendent of Sewers.	Chief Engineer of Highways, Manhattan.
Cashier, Bureau of Highways.	

QUEENS BOROUGH LIBRARY.

Librarian.

RAPID TRANSIT COMMISSION.

Secretary of the Commission.	3 General Inspectors.
Chief Engineer.	Secretary to the Chief Engineer.
Principal Assistant Engineer.	Auditor of Accounts.
6 Division Engineers.	Photographer.

SINKING FUND COMMISSION.

Clerk of the Commission.

DEPARTMENT OF STREET CLEANING.

Deputy Commissioner.	Secretary to the Commissioner.
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DEPARTMENT OF TAXES AND ASSESSMENTS.

Assistant to each Commissioner.	Secretary to the President.
Stenographer to each Commissioner.	Chief Clerk in each Borough.

TENEMENT HOUSE DEPARTMENT.

2 Deputy Commissioners.	Stenographer to each Deputy Commissioner.
Superintendent—Brooklyn.	
Superintendent—The Bronx.	3 Chief Inspectors.
Secretary to the Commissioner.	

DEPARTMENT OF WATER SUPPLY, GAS AND ELECTRICITY.

Deputy Commissioner in each Borough.	Chief Engineer of Water Supply—Brooklyn.
Secretary of the Department.	Chief Engineer of Surface Construction.
Secretary to the Commissioner.	Consulting Engineer of Water Supply.
Stenographer to the Commissioner.	Consulting Engineer in the Electrical Bureau.
Stenographer to the Deputy Commissioner, Borough of Brooklyn.	Cashier—Manhattan.
Water Register—Manhattan.	Cashier—Brooklyn.
Water Register—Brooklyn.	
Water Register—The Bronx.	
Chief Engineer of Water Supply—Manhattan.	

The classification of any office or position or the change of title of any office or position in Schedule A, becoming effective through the adoption of this rule at the time of such adoption, shall in no case be deemed to permit a new appointment to such office or position, except where a vacancy exists or may hereafter be created with authority of law; nor shall such classification or change of title be deemed to transfer to the competitive class any office or position classified prior to the adoption of this rule as exempt

II. THE COMPETITIVE CLASS.

SCHEDULE B.—Including all positions, the duties or functions of which are of a clerical character, in the following subdivisions, graded as provided in Rule 37:

SUBDIVISION I.—CLERKS.

Assistant Secretary.
 Chief Clerk.
 Clerk.
 Junior Clerk.
 Law Clerk.
 Assistant Court Clerk.
 Medical Clerk.
 Financial Clerk.
 Collection Clerk or Agent.
 Office Boy (or Girl).

SUBDIVISION II.—ACCOUNTANTS.

- Auditor.
- Examiner.
- Accountant.
- Chief Bookkeeper.
- Bookkeeper.

SUBDIVISION III.—STENOGRAPHERS.

- Court Stenographer.
- Law Stenographer.
- Stenographer and Typewriter.
- Typewriting Copyist.

SUBDIVISION IV.—STATISTICIANS.

- Registrar of Records.
- Assistant Registrar of Records.
- Statistician.
- Statistical Clerk.

SCHEDULE C.—Including positions in the uniformed forces of the Departments of Police, Fire and Street Cleaning, graded as provided in Rule 3;

SUBDIVISION I.—POLICE DEPARTMENT.

- Patrolman.
- Roundsman.
- Sergeant.
- Detective Sergeant.
- Captain.
- Inspector.

SUBDIVISION II.—FIRE DEPARTMENT.

- Fireman.
- Engineer of Steamer.
- Assistant Foreman.
- Foreman.
- Battalion Chief.
- Fire Marshal.
- Chief of Construction and Repairs to Apparatus.
- Chief Instructor.
- Deputy Chief.
- Chief.

DIVISION III.—STREET CLEANING DEPARTMENT.

Assistant Dump Inspector.
 Assistant Stable Foreman.
 Dump Inspector.
 Time Collector.
 Section Foreman.
 Stable Foreman.
 Assistant Superintendent of Final Disposition.
 District Superintendent.
 Superintendent of Final Disposition.
 Assistant Superintendent.
 Superintendent.

SCHEDULE D.—Including positions, the duties or functions of which are in expert, technical or professional character, in the following subdivisions, and graded as provided in Rule 37:

DIVISION I.—CIVIL ENGINEERING.

Principal Assistant Engineer.
 Assistant Engineer.
 Transitman and Computer.
 Surveyor.
 Leveler.
 Chainman or Rodman.
 Axeman.
 Topographical Draughtsman.
 Structural Steel Draughtsman.

DIVISION II.—INSPECTION OF PUBLIC WORK.

Inspector of
 (1) Regulating, Grading and Paving.
 (2) Pipe Laying, Pipes and Hydrants.
 (3) Meters and Water Consumption.
 (4) Sewer Construction.
 (5) Sewer Connections.
 (6) Masonry Construction.
 (7) Iron and Steel Construction.

(8) Cement Tests.
 (9) Dock and Pier Building.
 Superintendent of Conduits and Reservoirs.
 Superintendent of Docks.
 Superintendent of Construction or Repairs.

SUBDIVISION III.—INSPECTION OF BUILDINGS.

Inspector of
 (1) Carpentry and Masonry.
 (2) Iron and Steel Construction.
 (3) Plumbing.
 (4) Light and Ventilation.
 (5) Tenements.
 Lay Sanitary Inspector.

SUBDIVISION IV.—MECHANICAL ENGINEERING.

Mechanical Engineer.
 Mechanical Draughtsman.
 Inspector of Boilers.

SUBDIVISION V.—ELECTRICAL.

Electrical Engineer or Electrician.
 Inspector of Electric Lighting and Conductors.
 Dynamo Engineman.

SUBDIVISION VI.—ARCHITECTURAL.

Deputy Superintendent of School Buildings.
 Architect—permanently employed.
 Architectural Draughtsman.
 Plan Examiner.

SUBDIVISION VII.—MEDICAL.

General Medical Superintendent.
 Superintendent of Hospital.
 Deputy Medical Superintendent.
 Medical Inspector.
 Examining Physician.
 Hospital Physician.
 Examiner in Lunacy.

SUBDIVISION VIII.—LABORATORY WORK.

Pathologist.
Bacteriologist.
Chemist.
Apothecary.
Laboratory Assistant.

SUBDIVISION IX.—HOSPITAL SERVICE—LAY.

Superintendent of Hospital or Asylum.
Superintendent of Training School.
Deputy Superintendent of Hospital or Asylum.
Superintendent of Nurses.
Matron.
Steward.
Nurse.
Orderly.

GENERAL.

Head of a technical bureau.

SCHEDULE E.—Including positions of a general or miscellaneous character, as follows:

Advertising Expert.
Assistant Fire Marshal.
Attendant.
Court Attendant.
Attendance Officer.
Bookbinder.
Bridge Keeper.
Cataloguer.
Coroner's Physician.
Computer of Assessments.
Disinfector.
Dockmaster.
Deputy Commissioner of Taxes and Assessments.
Deputy Supervisor of the "City Record."

Examiners:

- (1) Chief Examiner, Civil Service Commission.
- (2) Civil Service Examiner.
- (3) Examiner, Law Department.
- (4) Examiner, Board of Education.
- (5) Examiner, Board of City Record.
- (6) Medical Examiner.
- (7) Examiner of Charitable Institutions.

Enginemen:

- (1) Supervisory Engineman.
- (2) Stationary Engineman.
- (3) Pile Driving Engineman.
- (4) Marine Engineman.
- (5) Automobile Engineman.

Gardener.

Head Gardener.

Interpreter.

Inspector of

- (1) Lamps and Gas.
- (2) Elevators.
- (3) Incumbrances.
- (4) Combustibles.
- (5) Fire Alarm Boxes.
- (6) Foods.
- (7) Fuel.
- (8) Weights and Measures.
- (9) Supplies.
- (10) Lumber.

General Inspector.

Janitor.

Janitor-Engineman.

Junior Assistant Corporation Counsel.

Keepers:

- (1) Prison Keeper.
- (2) Keeper of Menagerie.
- (3) Keeper on Aqueduct.
- (4) Bridge Keeper.

Librarian—Law Department.

Master.

Matron.

Measurer.

Messenger.

Oil Surveyor.

Pilot.

Police Surgeon.

Police Doorman.

Police Matron.
 Process Server.
 Purchasing Agent.
 Reception Agent.
 Searcher.
 Steward.
 Superintendent of:
 (1) Incumbrances.
 (2) Public Baths and Comfort Stations.
 (3) Supplies and Repairs.
 Deputy Superintendent of School Supplies.
 Supervisor of Complaints.
 Teacher.
 Telephone Switchboard Operator.
 Telegraph Operator.
 Veterinarian.
 Visitor—Department of Public Charities.
 Watchman.

THE NON-COMPETITIVE CLASS.

SCHEDULE F.—Including the following positions in the Departments respectively named:

DEPARTMENTS OF PUBLIC CHARITIES, CORRECTION, AND BELLEVUE AND ALLIED HOSPITALS.

Superintendent, New York Training School for Nurses.	Hospital Helper.
Asst. Superintendent, New York Training School for Nurses.	Hospital Helper—Mechanic.
Head Pupil Nurse of Training School.	Laundress.
Pupil Nurse of Training School.	Orderlies, whose compensation does not exceed \$240 per annum.
Barber.	Seamstress.
Basket Maker.	Stoker.
Butcher.	Shoemaker.
Cook—Female.	Tailor.
Cook—Male.	Waitress.
Cutter.	Minor employees, of whatever designation, whose compensation does not exceed \$150 per annum.

HEALTH DEPARTMENT.

Minor positions in the hospitals for contagious diseases, as follows :

Boatman.	Fireman.
Carpenter.	Gardener.
Captain.	Helper.
Domestic.	Hospital Clerk.
Deck-hand.	Laborer.
Driver.	Nurse.
Engineer.	Orderly.
Elevator Man.	Watchman.
Errand Boy.	

BOARD OF EDUCATION.

Positions in the Nautical School as follows :

Superintendent.	Sailmaker.
Executive Officer.	Ship's Cook.
Boatswain.	Steward.
Cabin Boy.	Surgeon.
Cabin Steward.	Fireman.
Captain of Hold.	Seamen.
Carpenter.	Wardroom Boy.
Instructor.	Wardroom Steward.
Quartermaster.	

THE LABOR CLASS.

SCHEDULE G.—Including positions subject to registration, as follows:

Batteryman.	Cabin Boy.
Batteryman's Assistant.	Cabinetmaker.
*Blacksmith.	Cable Splicer.
Boatman.	*Carpenter (House).
Boilermaker.	Carpenter (Ship).
*Bricklayer.	Cement Worker.
Bridge Mechanic.	Cleaner (Male or Female).
Bridge Tender.	Deckhand.

*Subject to Trade Examination.

THE LABOR CLASS.—Continued.

Diver.	*Painter (Decorator).
Diver's Tender.	*Painter (Grainer).
Dockbuilder.	*Painter (House).
Driver, miscellaneous.	*Painter (Letterer).
Driver, D. S. C.	*Painter (Striper).
Dump Boardman, D. S. C.	Paver.
Elevatorman.	*Pipe Caulker.
Flagger.	*Pipefitter.
Foreman of Mechanics.	*Plasterer.
Foreman of Laborers.	*Plumber.
Foreman's Assistant.	Plumber's Apprentice.
Gardener's Assistant.	Rammer.
Harnessmaker.	Rigger.
Horseshoer.	*Saw Filer.
Hose Repairer.	Scowman.
Hostler, D. S. C.	Ship Caulker.
*Housesmith.	Stableman.
Laborer.	Steward on Tug.
Lighter of Markets.	Stoker.
Lineman.	Stonecutter.
*Machinist.	Sweeper, D. S. C.
Machinist's Apprentice.	*Tapper.
Mason.	*Tapper's Assistant.
Marine Sounder.	*Tinsmith and Roofer.
*Mechanic, D. S. C.	Upholsterer.
Mechanic's Helper.	*Varnisher.
Mower.	Wheelwright.
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*Subject to Trade Examination.



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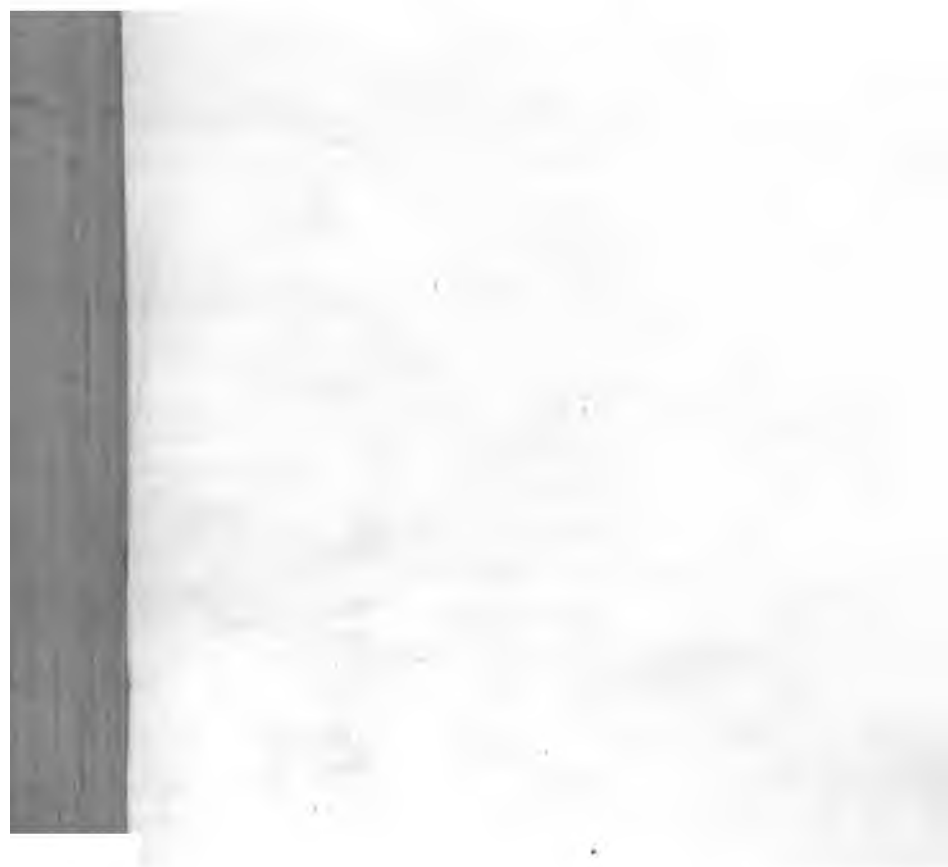
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NINETEENTH ANNUAL REPORT

OF THE

Municipal Civil Service Commission

OF

The City of New York

FOR THE

YEAR 1902

NEW YORK:
MAIL AND EXPRESS COMPANY,
203 BROADWAY,
1903.



Municipal Civil Service Commission.

Report for the Year 1902.

NEW YORK, January 12, 1903.

To the State Civil Service Commission, Albany, New York:

GENTLEMEN—In compliance with the provisions of the Civil Service Law (chapter 370 of the Laws of 1899) the Municipal Commission of The City of New York submits its report of the manner in which such law and rules and regulations established thereunder have been and are administered and the results of their administration in said City.

On January 1, 1902, the Mayor appointed as members of the Municipal Civil Service Commission:

WILLIS L. OGDEN,
WILLIAM N. DYKMAN,
ALEXANDER T. MASON,
THEODORE M. BANTA,
WILLIAM A. PERRINE,
NELSON S. SPENCER,
CORNELIUS VANDERBILT.

They were the first of the appointees of the new administration of the Municipal Government sworn into office and this was done because the instant action of the Commission was necessary to the proper organization of certain departments of the City newly created under the revised Charter.

The Municipal Civil Service Commission held its first meeting on January 1, 1902, Mr. Willis L. Ogden being chosen as President. The resignation of Mr. Lee Phillips, as Secretary, was received and accepted and Mr. George McAneny was appointed to fill the vacancy.

Mr. George McAneny, owing to ill health, was forced to resign his position as Secretary on June 9, 1902.

Mr. S. William Briscoe, the Chief Clerk of the Commission, was transferred to the position of Secretary.

We append hereto a table giving the names, occupations, dates of appointment and salaries of the Civil Service Commissioners. In this same table also we furnish the names, titles or positions, dates of appointment and salaries of the employees of the Commission.

At the first meeting of the Commission resolutions were passed amending the classification of positions to accord with the provisions of the revised Charter. Many of the City Departments were new and therefore necessarily without subordinate employees, and as the offices were new it became the function of the Civil Service Commission to supply eligible lists from which selections could be made to fill these vacancies.

Upon an examination of the eligible lists in force as the result of examinations held prior to 1902, it was found that many of them were either practically exhausted or else had been in force for such a length of time that they were substantially useless. As a result it became necessary to hold examinations for many of the positions included in the Competitive Class.

A list was made of all eligible lists in force and sent to all the departments with a circular letter requesting the head of the department to advise the Commission as to what examinations would be required by his department. This was done in order that the Commission might know what examinations were most needed and should be first prepared. Numerous requests were received from the various departments and every effort was made to meet the needs promptly. In many cases, however, delay was unavoidable owing to the initial delay of fifteen days in advertising the examination and for the further reasons that examinations cannot all be held on one day and the dates of holding them must be distributed in such manner as to satisfy first the more pressing demands. It is frequently the case that an examination will be scheduled for every day for a month in advance. To hold examinations more frequently would require a large addition to the examining force. The number of applications has also been very nu-

merous. In the judgment of the Commission it was better that a department should suffer a temporary inconvenience than that the work should be ill done. By referring to Tables No. 2 and 3 of this report it will be observed that the time of the Commission has been taxed to its fullest extent, and on the average an examination has been held every day in the month, and in some cases two or more examinations have been held on the same day.

During the year 53 meetings have been held. Regularly weekly meetings have been held throughout the year on fixed days of the week. For the purpose of facilitating the business of the Commission the following committees were appointed :

Law Committee,
Committee on Transfers,
Committee on Reinstatements,
Labor Committee,
Payroll Committee,
Committee on Temporary Appointments,
Committee on Non-Competitive Examinations,
Committee on Appeals,
Committee on Examinations.

The Committees consider all matters relative to their respective duties and make reports and recommendations to the Commission.

An examination of the records showed that there were on file thousands of applications to enter examinations which might never take place, and these unnecessarily encumbered the files and records. The system of receiving applications for any and all positions was abolished and a regulation established providing for the filing of applications only for such examinations as were scheduled to take place. This new system of filing applications has considerably reduced the labor and expense connected with their receipt.

A regulation has been established governing the system of advertising examinations which provides as follows :

"Public notice will be given of all competitive examinations at least two weeks in advance of the date upon which the receipt of applications for any scheduled examination will close.

"Persons desiring application blanks may obtain the same by applying to the office of the Commission, either in person or in writing, stating in each case the position or positions for which they wish to apply.

"All notices of examination will be posted and advertised. Such notices will state the scope of the examination, but for more general information application should be made at the office of the Commission."

Notices of all examinations are posted in the offices of the Commission, the City Hall, Manhattan, the Borough Hall, Brooklyn, and the Municipal Building, Brooklyn, and published in the "City Record" and sent to all the daily papers. Examinations of a scientific or technical character are published in the technical journals devoted to that particular trade or profession for which the particular examination is held. It has been found that through this efficient system of advertising the number of applicants has largely increased, thus affording a wider scope of selection and obtaining for the City a higher and more intelligent class of competitors.

A plan has also been put into operation of holding examinations at fixed periods of the year, so far as practicable, for the purpose of providing adequate lists in advance of the actual needs and also to give the public the satisfaction of knowing in advance when to expect an examination for certain positions. Under the previous system of holding of examinations in which the number of candidates was in excess of the capacity of the examination room, the practice was to examine only such number at one time as could be conveniently accommodated and to prepare a list as a result of an examination held on several days. This practice necessitated the preparation and rating of new sets of examination papers for each section with inevitable great delay in the establishment of eligible lists. This Commission has held very important examinations at which there were examined at one time and on the same day as many as 2,000 candidates. The practice of conducting examinations in sections has been substantially abolished and the system of examining all candidates for a stated position at the same time and on the same day has been substituted in its stead.

Owing to the larger number of applicants for examination and to increase the efficiency of the service it became necessary to employ additional examiners who would give their whole time to the work of the Commission

and also to reduce the number of examiners on the "session" basis (who are paid \$10 per session of seven hours) and place them upon a salaried basis. While the employment of examiners at the "session" rate has not been wholly abolished, it has been curtailed, as will be seen by Table No. 24 of this report. In 1902 approximately \$20,000 was appropriated for the employment of examiners at the "session" rate, while for the year 1903 \$7,500 was asked for the employment of "session" examiners, and request was made for authority to employ one additional examiner at \$3,000, three at \$2,400 and two at \$1,200. The examiners who were formerly employed under the "session" basis were given the opportunity of accepting employment under the salary basis at \$2,400 or continuing on the "session" basis and receiving such employment as might be assigned to them from time to time as the needs of the service required. Four of the examiners accepted the offer of employment on the salary basis, but the other candidates declined, preferring to continue employment under the "session" basis for the reason that they had outside employment which they could not afford to abandon. The rating of papers by examiners who can give their entire time to the work of the Commission has produced most satisfactory results.

A regulation has been adopted that in all examinations where a candidate fails to pass on his technical or principal paper his remaining papers are not rated, saving much unnecessary labor and cost.

Under the improvements made and contemplated the Commission feels assured that the preparation of efficient eligible lists will be more quickly established. During the year 1902 examinations were held for 77 different positions for original appointment in the Competitive Class. 15,980 candidates have been examined for various positions. This includes the rating during 1902 of papers of candidates who participated in examinations held prior to that date. 3,364 persons were examined physically. Of this number 1,639 were examined physically for Patrolman but failed to pass the examination and therefore did not enter the mental examination.

Appended to this report is a statistical table, No. 9, showing the number of persons applying, number of applicants absent, withdrawn, failed, passed and appointed as a result of examinations and lists established during 1902.

Other tables appended will show the examinations held during 1902, which are now in the process of being rated and of appointments made during 1902 from eligible lists established prior to that date and also from lists established of suspended employees pursuant to section 1543 of the New York Charter.

We also append a table showing the character of the examination, the number of candidates, the date of examination, the date of the issuance of the list and the interval between these two dates.

When we entered upon our duties there were in the classification 482 different titles calling for separate examinations. With the co-operation of the Mayor and the Board of Estimate and Apportionment a complete reclassification of the grading of the employees of the City departments was made, eliminating a separate classification for each department excepting for positions included in the Exempt Class and reducing the number of titles to 253, and, what is more important, requiring an equal salary for equal services. The rules governing increases in salary beyond the limit fixed for the grade were also revised, thus offering a more favorable scheme for regulating examinations for promotion according to the length of service in the City. This was a labor which extended over a period of two months and occupied the entire attention of the Commission beyond that which was demanded for routine administrative work. It was accomplished only after consultation with the other departments in the City and the holding of public hearings. This revised classification became operative on May 10, 1902.

We have inaugurated a system of classifying offices in the Exempt Class or as non-competitive only after advertisement and notice to the persons in the service affected and public hearing, at which time the arguments for and against such amendment are stenographically reported. A transcript is made of the public hearing and forwarded to the Mayor and your Honorable Body in case favorable action is taken by the Commission. The law governing promotions has been rigidly enforced, but it is at least open to discussion whether the law as at present framed tends to the efficiency of the service or the merit system.

The Commission has under consideration a plan to improve the record of efficiency in use in promotion examinations. It cannot be inaugurated

at once, as its success depends upon the general co-operation of every department in the City. The Commission has no power to compel the observance of the suggestion in this respect by any department. No such record will be valuable unless it be continuous, and it is far from being a simple matter to devise a form which will not be so cumbrous as to be unworkable. The scheme can be put into successful operation only after careful consultation with the heads of departments.

Whenever non-competitive examinations have been held under the last paragraph of Rule 38, the Commission has required the department to forward to it for approval questions given in the examination and the answers thereto, and such papers were referred to the Board of Examiners for examination and report before being considered by the Commission and the recommendation of the Board of Examiners was invariably adopted. The holding of examinations of this character under the jurisdiction of the City departments has been virtually abandoned, and all such examinations are now conducted by the Board of Examiners of the Commission.

In order to carry out the provisions of the rules governing promotion in accordance with the grades established under Rule 37 on May 10, 1902, all examinations have been held for specific grades. The Commission takes this opportunity to inform you, however, that under the opinion of the Corporation Counsel, rendered December 18, 1902, a copy of which is hereto annexed, the grades as fixed by Rule 37 on May 10, 1902, can be applied only in the case of increase of salaries of persons appointed as a result of examinations held on or subsequent to that date. Appended hereto is a table showing the results of all promotion examinations.

In the case of a transfer from one class to another or from one grade in the Competitive Class to another grade in the same class, the reasons for the transfer have been set forth in the minutes and were, with but two exceptions, for the reason that the person to be transferred had passed an examination or held a place upon the eligible list in force for the position to which a transfer was to be made. The two exceptions above referred to were the transfer of a person holding the position of Mason (Labor Class) to the position of Inspector of Masonry (Competitive Class). The person transferred was a veteran of the Civil War and the transfer was made pursuant to the provisions of section 21 of the Civil Service Law. The other

... and the Examiners has been submitted in place of
before used. A bare statement of facts can do little to convey t
the enormous amount of labor expended in consideration of t
An examination of the table hereto attached showing the
action of the Committee on Appeals will give a more definite
work performed. In order to regulate the making of appeals
regulation has been established:

*"No candidate for a position for which a physical exam
quired who is rejected or who fails to appear on the date set, s
examined within nine months, unless by order of the Commis.
didate asking a new examination shall be required to submit
mission an affidavit stating the reasons for which such examina
and if such reasons be that the candidate's physical disability
ary, the affidavit must be accompanied by a physician's certifi
explicitly that the disability has been wholly remedied.*

*"A candidate who has been notified of the result of his
may, upon personal application to the Chief Examiner or other
authorized by the Commission, and on presentation of his notie
to see his papers and the ratings thereon.*

*"No appeal from the ratings of Examiners will be cons
the grounds on which it is based are stated specifically and in
ing, and unless it is presented within fifteen days after the appli
notified of the result of his examination"*

thus his relative standing on the list has also been raised, but no such appeal has been granted unless it was shown either that an error had been made in the computation of the figures or that the candidate had not received a rating on the subject to which he was entitled. For example: where a department has failed to furnish the Commission with a full record of the candidate.

The Commission has been engaged in only one litigation, viz.: The case of Solomon Goldenkranz vs. The Municipal Civil Service Commission to have placed in the Exempt Class the position of "1 Clerk to each coroner" in the Borough of Manhattan.

Appointments made under Rule 7 (former Rule 34), providing for temporary employment, are referred to in Table No. 15 of this report. All temporary appointments made under Paragraph 1 to competitive positions in the absence of an eligible list have been immediately followed by competitive examination for the position to which temporary appointment was made. No appointment has been allowed unless such person showed that he was qualified to fill the position as a result of the competitive examination. Temporary appointments made in cases of emergency under Paragraph 2 have not been frequent, but where the application of this rule has been applied the Commission has not issued its approval unless it was satisfied that the emergency actually existed. No appointments have been made under the provisions of Paragraph 3, Rule 7. The provisions of Paragraph 4 authorizing the employment of persons in private service at a compensation not exceeding \$250 per annum has afforded much relief to the City departments where it has not been practicable to obtain a person to perform the work required from the eligible list in force, but the Commission has received frequent requests for authority to make appointments under this section, but in no case has the Commission given such authority unless it was satisfied that the provisions of this paragraph had been fully complied with. Appointments made under Paragraphs 5, 6 and 7 are shown in a table in the appendix. Five appointments have been authorized under Paragraph 6 (former Rule 6, Schedule "A," Part II.), and in these cases when an appointment was found impracticable for such service of a person from an eligible list (after examination). The persons appointed residing in the locality (Pittsburgh) where the work of inspection was to be performed.

The Commission has established a set of regulations pursuant to provisions of Rule 3 for the more effective execution of the Civil Service Rules. We are preparing and will shortly have ready for distribution a manual and sample examination questions for the instruction and of applicants, and similar in many respects to that issued by the United States Civil Service Commission and by the United States Civil Service Commission. We have inaugurated a system of issuing circular letters to candidates for positions for which there are a large number of applications, such as Patrolman or Fireman, giving them explicit information as to the character of the examinations and the qualifications required, and warning them against persons who may attempt to swindle them by the sale of private information. A new form of application is prescribed, a copy of which hereto appended. All applications are carefully verified and any question raised as to the character of the applicant is investigated before the candidate is admitted to examination.

A Civil Roster has been kept by the Commission containing the names of all persons employed in the service under jurisdiction of the Civil Service Rules and included in the Exempt Class, the Competitive Class, the Labor Class, and of all changes in the service of the departments of the City. The Commission has not attempted to keep a roster or to make a record of changes occurring of persons holding positions included in the Non-Competitive Class for the reason that the changes in this class are so frequent that it would not be practicable or possible to keep a complete record from day to day. The provisions of section 10 of the Civil Service Law requiring the certification of payrolls has been most carefully carried out, each payroll being verified with the official roster. The Commission has declined to attach its certificate whenever a doubt has existed as to the regularity of the appointment, promotion or employment of the person. The Comptroller of New York City has declined to pass the payroll, estimate account of any person against whom this Commission has entered its objection to the payment of his salary, and has in every way offered his complete support for the carrying out of the provisions of the Civil Service Law.

Reports of the changes in the City service have been regularly made to the Commission and a full record has been kept of the same.

The provisions of the Civil Service Law respecting veterans have been fully complied with.

Concerning the application of the law to cases of promotion, the Commission has had limited opportunity to determine its effect, except in the Police and Fire Departments. The ordinary examinations for promotion have been interfered with by the abolition of some departments and the consequent suspension of many employees holding positions therein whose names by the provisions of the New York Charter were directed to be placed on a preferred eligible list for certification for reappointment, in preference to other employees who might be eligible for examination for promotion. It is the opinion of the Commission that the present rules should be revised and simplified, and for this purpose the Commission is preparing a revision of the rules. The law governing appointments in the Police and Fire Departments has been in operation since 1883 and from year to year has been modified and improved. It has reached a point where the system of examination is subject to little criticism and there is no reasonable doubt that the departments have been greatly benefited and the standard greatly improved. Candidates for the positions of Patrolman and Fireman are required to undergo medical, physical, mental and character examinations. At the present time more than three-quarters of the employees of these two departments are persons who have passed examinations.

The provisions of the law as to the registration and certification of persons employed in the Labor Class have been fully complied with. The work of the Labor Bureau has increased greatly in volume. In 1897, before consolidation, 3,802 applications were received for positions in the Labor Class, while during the year just closed we received 10,532 applications for the same positions. There are 72 positions represented in Schedule G, and as there are separate lists for each borough, this involves a preparation of 360 separate and distinct eligible lists, together with additional eligible lists for the convenience of the Department of Water Supply, Gas and Electricity and the Aqueduct Commission in the Counties of Westchester, Putnam and Nassau. All candidates for positions in the Labor Class are required to undergo a medical examination as to their physical ability to perform the duties attached to the work for which they apply and are required to furnish certificates of character and letters of recommendation from persons for

whom they have previously worked in the capacity of application, setting forth their ability to perform work. Of the 72 positions mentioned, 20 are subject to examination. In these examinations, which are held at the New York Trade School and the Pratt Institute of Design, questions and tests are eliminated and the tests are made more work of conducting physical examinations has been increased demands of the departments, and during the past year have been examined. On account of the heavy increase in the number of applicants have been enabled to apply a more severe test as to the ability of the applicants and therefore greatly improve the standard of eligible applicants for various City departments. Under the amendment to the Civil Service Law in May, 1902, some 17 positions were stricken from the list and were incorporated with others in Schedule F, the list of positions. These positions were principally represented in the transfer has proven of undoubted benefit to the service. The positions were in force at the time of the amendment abolished and were amalgamated with other appropriate positions occurring thereon, being placed upon the list with the other positions in order of the date of filing application.

The abolition of a number of positions in the Civil Service and the amalgamation of a number of lists which were heretofore maintained in order to prevent evading the law by going to certain localities has operated to prevent evasion of the law under former conditions, were made possible.

The provisions of section 1543 of the New York Civil Service Law providing for the reinstatement of persons discharged by reason of illness or for economy in preference to certified persons have been observed and a preferred list continued in force during the year.

The Commission regrets to state that a number of persons have called to its attention, especially in the Labor Classification, that the fraud perpetrated by the substitution of one person for another who is not certified for appointment. To prevent this fraud a system of identification of persons appointed in the Civil Service has been adopted. At the medical examination the age, height, weight and

are all duly recorded. A copy of this identification is placed on the card of eligibles forwarded to the applicants to be presented by them to the appointing officer when certified for appointment, and a similar card is sent to the department when the name of such person is certified, and by this means insuring the appointment of the person entitled to the position. This system requires the co-operation of the heads of departments, and we believe that substitution and impersonation in the future will be to a great extent prevented.

The establishment of a Non-Competitive Class of employees in the Department of Public Charities and the Department of Correction and of Bellevue and Allied Hospitals and the Department of Health has had good results. Heretofore persons who were appointed to the minor positions in these departments were appointed without examination, the positions being included in the Exempt Class. Under the present system a Board of Examiners, nominated by the heads of the departments and approved by this Commission, is required to examine all candidates making application for the positions included in the Non-Competitive Class under a system recommended by this Commission and to certify to the general qualifications of the persons examined. Regular monthly reports are forwarded by the Non-Competitive Board of Examiners to this Commission.

All appointments made to positions included in the Exempt Class have been made pursuant to the provisions of the Civil Service Rules, and not more than one appointment has been made to any position included in the Exempt Class unless a different number was specified.

Whenever any violation of the law or rules has been called to the attention of the Commission the complaint has been carefully investigated by a Committee of the Commissioners and by the Character Examiner and Inspector, and if, after investigation, it was found that the complaint was justified the Commission has taken the necessary action to immediately stop the abuse. In April, 1902, a competitive examination was held for the position of Character Examiner and Inspector, and in June, 1902, Mr. Peter D. Byrne was appointed to fill that position. Complaints are referred to him for investigation and report, and whenever his report is of such a character that the Commission deems a more rigid investigation necessary, we have availed ourselves of the powers of investigation conferred upon us by the New York

Charter, section 125. The Commission has held two such investigations; one covering one day and the other three days and has ordered a third investigation to be held.

For your further information we herewith append statistical tables showing in detail the transactions of the Commission during the past year, as shown by the index preceding the report.

Respectfully submitted,

WILLIS L. OGDEN, *President.*

WILLIAM N. DYKMAN,

ALEXANDER T. MASON,

THEODORE M. BANTA,

WILLIAM A. PERRINE,

NELSON S. SPENCER,

CORNELIUS VANDERBILT,

Commissioners.

January 15, 1903.

S. WILLIAM BRISCOE, *Secretary.*

LAW DEPARTMENT,
OFFICE OF THE CORPORATION COUNSEL,
NEW YORK, December 18, 1902.

Municipal Civil Service Commission:

SIRS—I am in due receipt of a communication bearing date 24 November, sent through your Secretary, Mr. S. William Briscoe, which is in part as follows:

“In August last, the Municipal Civil Service Commission received a communication from the Board of Rapid Transit Commissioners giving notice of the action of the Board in increasing the salaries of a number of Assistant Engineers in its employ. In view of the fact that the persons so increased were carried beyond the limits of their respective grades, as fixed by Civil Service Rule 37, established May 10, 1902, the Board was notified that the increases could not be recognized unless the Engineers passed an examination for promotion, in which examination all other Assistants who had

served in lower grades for the required length of time would be eligible to compete.

"A number of committees representing the persons whose increases were not recognized subsequently called at this office and stated that in their opinion it was unnecessary for them to take any further examination for the reason that the examination which they originally passed, as a result of which they were appointed, was for what was known as the fifth grade in the rules in force at that time and prior to May 10, 1902, as follows:

" 'Assistant Engineer. Annual compensation of more than \$1,800, but not more than \$3,000.' "

A number of papers accompanied this communication, which have all been carefully perused, and it is only necessary to refer to them generally at this time.

The situation disclosed by these papers is as follows:

Various persons, whose names appear in the papers mentioned, passed the examination for Assistant Engineer at times not specified in the papers in question, but before May 10, 1902, when the amendment of the rules went into effect.

Before the amendment of the rules mentioned, Rule 37 provided for a grading according to the fixed limit of compensation as follows, among other things:

"Group 3—For all architectural, civil or mechanical engineering positions, as follows:

* * * * *

"Fifth Grade—Chief Draughtsman. Annual compensation of more than \$1,800, but not more than \$2,000. Assistant Engineer. Annual compensation of more than \$1,800, but not more than \$3,000.

"Sixth Grade—Principal Assistant Engineer. Annual compensation of more than \$3,000."

The persons in question passed the examination under this rule and classification, and therefore each became entitled to fill a position of Assistant Engineer at a compensation of "more than \$1,800, but not more than \$3,000."

By the amendment of the rules, May 10, 1902, the grading was entirely changed by the classification thereunder established, and a person having a position for which the annual compensation was \$1,800, would have to pass through eight other grades before he reached Grade 16, the highest grade, having a compensation of \$3,000, or over.

Promotions that were sought to be made by the Board of Rapid Transit Commissioners were of certain Senior Assistant Engineers, from \$2,220 to \$2,700 per annum; of Assistant Engineers, Department of Designs, from \$2,200 to \$2,700 per annum, and Assistant Engineers, Grade C, from \$1,800 to \$2,100 per annum.

If the present rules and classification control these promotions they are, of course, clearly irregular.

The question therefore to be considered is whether or not the Municipal Civil Service Commission has power by a change of rules or classification to take from a candidate who has successfully passed an examination for a specified position at a salary fixed at the time of such examination, his right to appointment to that position and at that salary.

In my opinion, the Commission has not such right.

I do not think it can take from the various candidates who have passed the examination for Assistant Engineer at a salary of from \$1,800 to \$3,000 per annum, the right of appointment to a position as Assistant Engineer within these limits of salary.

If by a change of rules these candidates could be required to be re-examined for a much lower position than the grade which carries a salary of \$3,000, it is very apparent that they would, through no fault of their own, lose very valuable rights.

Not only would they have to be examined for a lower grade than that to which they had become entitled, but they would be placed in competition with persons who had never been examined for a \$3,000 grade and whose rights were in every respect junior.

Under the general scheme of the Civil Service Law it was the intention of the Legislature that when a candidate had successfully passed an examination and been placed upon an eligible list, his rights could not be affected by a change of rules and classification. If the law were otherwise, the Board,

without any fault of his, might relegate him to a much lower position and deprive him of valuable rights of appointment or promotion.

I think also that it cannot be the intention of the Civil Service Law that a candidate should be compelled to pass two examinations for the same position, when the first examination was perfectly valid at the time it was taken and carried with it a right to appointment or promotion.

I note the suggestion in one of the papers accompanying your communication that such a ruling as this would throw the entire Civil Service into confusion, because as the different candidates had passed their examinations at different times, under different rules, it would be impossible to administer the system with any uniformity.

I do not think that this result would necessarily follow. The only question which need be considered by your Board is whether or not a candidate did pass a legal and valid examination and was thereby placed upon an eligible list for a certain position, either by appointment or promotion. If he did so pass an examination, he has acquired a right to appointment or promotion as the case may be, and that is all that need concern your Board.

What were the other provisions of the then existing rules need not, I think, enter into the determination of the question suggested.

I believe the foregoing answers the question discussed in your letter.

Respectfully yours,

(Signed) G. L. RIVES, *Corporation Counsel.*

SUMMARY AND INDEX TO STATISTICAL TABLES.

Table No. 1—Financial Statement.

- “ “ 2—Chronological order of examinations held.
- “ “ 3—Chronological order of lists prepared.
- “ “ 4—Comparison of candidates examined from 1898 to 1902.
- “ “ 5—Examinations for original appointment for positions in the Competitive Class held and rated during 1902, and appointments made as the result of such examinations.

Number of persons notified, 14,268; absent, 4,478; examined, 9,423; failed, 6,620; passed, 2,803; withdrew, 367; appointed, 906.

Table No. 6—Competitive examinations held for original appointment during 1902, now in process of being rated. Number of candidates examined, 1,453.

Competitive examinations held for promotion during 1902, now in process of being rated. Number of candidates examined, 19.

Physical examinations held in 1902 for Fireman, not yet rated
Number of candidates examined, 87.

“ “ 7—Examinations held for original appointment in 1901 and rated during 1902, and appointments made as the result of such examinations.

Number of persons notified, 4,083; absent, 1,951; examined, 1,918; failed, 1,192; passed, 726; withdrew, 114; appointed, 105.

“ “ 8—Appointments made during 1902 from competitive eligible lists prepared prior to January 1, 1902. Total number of appointments made, 890.

“ “ 9—Promotion examinations held and rated during 1902, and appointments made from eligible lists formed as the result of such examinations.

Number of persons notified, 2,703; absent, 34; examined, 2,615; failed, 2,031; passed, 584; withdrew, 54; appointed, 279.

“ “ 10—Promotion examinations held in 1901 and rated during 1902, and appointments made from the eligible lists formed as the result of such examinations.

Notified, 260; absent, 0; examined, 258; failed, 122; passed, 136; withdrew, 2; appointed, 28.

“ “ 11—Promotions made during 1902 from lists formed prior to 1902. Total number of promotions, 71.

- Rule No. 12—Reinstatement examinations. Total number, 1.
- “ 13—Appeals acted upon. Total number of appeals considered, 1,776.
- “ 14—Appointments made during 1902 from the preferred list formed in pursuance of section 1543 of the New York Charter. Total number of appointments made, 229.
- “ 15—Examinations for provisional appointments made during 1902 in accordance with Rule 7, Paragraph 1. -
Notified, 141; absent, 1; examined, 140; failed, 4; passed, 136; withdrew, 1; appointed, 121.
- “ 16—Appointments made under Rule 7, Paragraphs 2 to 8, inclusive.
Number of appointments in cases of emergency under Paragraphs 2 and 4—5.
Number of appointments made from eligible lists formed in 1902 under Paragraphs 5 and 6—34.
Number of appointments made in 1902 from eligible lists formed prior to that date under Paragraphs 5 and 6-14.
Number of appointments made under Paragraph 8—5.
- “ 17—Examinations for promotions made as the result of non-competitive examinations held in accordance with Rule 38, Paragraph 7. Examined, 63; passed and promoted, 60.

SUMMARY OF THE EXAMINATIONS.

Number of persons examined for competitive positions during 1902.....	9,423
Number of persons examined during 1902, now being rated	1,543
Number of persons examined for original appointments during 1902, of examinations held prior to that date.....	1,918
Number of persons examined for promotion during 1902	2,615

Number of persons examined for promotion during 1902, papers now being rated.....	19
Number of persons examined for promotion during 1902, examinations held prior to that date....	258
Number of persons examined for reinstatement....	1
Number of persons examined for temporary appointment under Rule 7, Paragraph 1.....	140
Number of persons examined, non-competitive for promotion under Rule 38.....	63
Number of persons examined physically for Fireman (examination still in process).....	87
Total.....	<u>16,067</u>

Temporary appointment was allowed to 35 different positions.

Of the 141 persons temporarily appointed, 46 were appointed to the position of Architectural Draughtsman at a salary of \$750 or less, and 47 were made to the position of Inspector of Regulating, Grading and Paving. In both of these cases an extraordinary demand was made upon the Commission.

SUMMARY OF APPOINTMENTS MADE.

Appointments from eligible lists as results of examinations during 1902.....	906
Appointments as the result of examinations held in 1901 and rated in 1902.....	105
Appointments from lists established prior to 1901..	<u>890</u>
Total	1,901
Appointments made from the preferred eligible list formed in pursuance of section 1543 of the New York Charter	<u>228</u>
Total	<u>2,129</u>

SUMMARY OF PROMOTIONS MADE.

From lists formed during 1902.....	279
From lists formed during 1901 and rated in 1902..	28
From lists formed prior to January 1, 1902.....	71
As a result of non-competitive examinations under Rule 38	60
Total	438

Note—All examinations held under Paragraph 7, Rule 38,
are examinations rated by the Board of Examiners.

ble No. 18—Transfers.

Number of transfers made from the same to a similar position in the same class.....	194
Number of transfers from one position to a different position in the same class.....	52
Number of transfers made from one position in one class to a position in another class.....	1
Number of transfers made from one grade to another grade in the same class.....	1
Total	248

“ 19—Number of removals in the Exempt and Competitive Class.

Note—For removals in the Labor Class, see Table No. 23.
Appointments and removals in the Non-Competitive
Class are not recorded for the reason that positions in
this class constitute the minor positions in the City De-
partment in which the changes are so frequent, owing to
the conditions surrounding the employment and the com-
pensation paid that it would be impracticable and useless
to record the same.

Table No. 20—Number of exempt positions in each department.

- " " 21—Number of persons included in the Exempt, Competitive, Labor and Non-Competitive Classes in the various departments.

Note—The number of persons employed in the Non-Competitive Class is taken from the record furnished by the department on December 31, 1902.

- " " 22—Civil list and verification of payrolls.
- " " 23—Report of the Labor Bureau.
- " " 24—Civil list of the employees of the Municipal Civil Service Commission.

TABLE No. 1.

SHOWING FINANCIAL STATEMENT FOR 1902.

Appropriation		\$98,000 00
Expenses of Executive Office.....	\$27,992 92	
Expenses of Examining Division.....	47,867 61	
Expenses of Labor Bureau.....	7,716 64	
Expenses, Miscellaneous	11,393 75	
Outstanding unpaid bills, approximated....	1,949 01	
		<u>96,919 93</u>
Balance.....		<u><u>\$1,080 07</u></u>

TABLE No. 2.

SHOWING CHRONOLOGICAL ORDER OF EXAMINATIONS HELD IN 1902.

JANUARY.

Date of Examination.	Position.	Number Examined.
January 3	Promotion from Orderly to Keeper.....	13
January 3	Promotion from Third to Fifth Grade Inspector.....	1
January 6	Promotion to Third Grade Pilot.....	1
January 7	Promotion to Third Grade Clerk.....	1

Date of Examination.	Position.	Number Examined.
January 7	Promotion to Fifth Grade Bookkeeper	1
January 7	Promotion to Third Grade Computer of Accounts.....	1
January 8	Promotion to Third Grade Janitor.....	8
January 8	Promotion to Second Grade Watchman.....	1
January 8	Promotion to Janitor-Engineer, Board of Education.....	1
January 9	Promotion from Foreman and Assistant to Messengers.....	1
January 9	Promotion from Stenographer to Fifth Grade Clerk.....	1
January 15	Teacher of Band Music.....	12
January 15	Patrolman and Fireman (Physical).....	9
January 15	Roundsman (Physical)	4
January 17	Superintendent of Public Baths.....	55
January 20	Promotion to Sixth Grade Clerk.....	1
January 21	Police Surgeon	89
January 22	Laboratory Attendants	19
January 22	Laboratory Assistant	12
January 23	Promotion to Assistant Superintendent, Final Disposition.....	11
January 24	Pile Driving Engineman.....	22
January 27	Promotion to Fourth Grade Clerk.....	22
January 27	Promotion to Fourth Grade Clerk.....	1
January 28	Fireman	51
January 28	Promotion to Chief Clerk.....	2
January 28	Promotion to Assistant Chief Clerk.....	8
January 28	Pilot	1
January 29	Police Surgeon	22
January 30	Registrar of Records.....	1
January 30	Advertising Expert and Examiner.....	1
January 30	Promotion to Seventh Grade Clerk.....	1
January 31	Promotion to Chemist.....	4
January 31	Promotion to Second Grade Telegraph Operator.....	1
January 31	Promotion to Rodman.....	15

FEBRUARY.

February 1	Supervisor of Complaints.....	1
February 1	Superintendent of Incumbrances.....	1
February 3	Inspector of Water Meters and Consumption.....	60

Date of Examination.	Position.	Number Examined
February 4	Inspector of Water Meters and Consumption.....	83
February 5	Inspector of Water Meters and Consumption.....	60
February 5	Promotion to Assistant Librarian.....	6
February 5	Purchasing Agent	1
February 6	Promotion to Chief Sanitary Inspector.....	2
February 7	Sanitary Inspector, Tenement-House Department.....	1,004
February 7	Inspector of Lighting and Ventilating, Tenement-House Department	1,004
February 10	Registrar of Records.....	21
February 10	Mate	7
February 10	Watchman	1
February 10	Promotion to Roundsman (Physical).....	121
February 11	Supervisor of Complaints.....	2
February 11	Superintendent of Incumbrances.....	1
February 11	Advertising Expert and Examiner.....	17
February 11	Promotion to Roundsman (Physical).....	88
February 13	Clerk	82
February 13	Promotion to Roundsman (Physical).....	96
February 14	Clerk	87
February 15	Clerk	77
February 17	Clerk	82
February 17	Promotion to Deputy Superintendent and Examiner.....	1
February 20	Mate	1
February 20	Marine Engineman	1
February 21	Junior Assistant Corporation Counsel.....	95
February 24	Stenographer (male).....	52
February 25	Supervisor of Complaints.....	79
February 26	Engineer's Assistant	27
February 27	Stenographer (male).....	39
February 28	Superintendent of Incumbrances.....	71

MARCH.

March 1	Steward	1
March 3	Stenographer and Typewriter.....	11
March 4	Promotion to Third Grade Stenographer.....	1

Date of Examination.	Position.	Number Examined.
March 4	Promotion to Fifth Grade Bookkeeper	1
March 4	Marine Engineman	1
March 5	Patrolman (Physical)	28
March 7	Patrolman (Physical)	29
March 8	Promotion to Fifth Grade Deputy Librarian	1
March 10	Promotion from Fifth to Seventh Grade Auditor	1
March 10	Promotion to Fourth Grade Clerk	1
March 10	Apothecary	1
March 11	Promotion to Fifth Grade Clerk	1
March 11	Promotion from Laborer to Messenger	1
March 12	Reception Agent	1
March 12	Superintendent of Street Openings, etc.	1
March 12	Patrolman (Physical)	32
March 14	Promotion to Superintendent of Training School	1
March 14	Roundsman, Docks	1
March 14	Patrolman (Physical)	30
March 15	Apothecary	1
March 17	Oil Collector	113
March 17	Resident Physician	1
March 18	Purchasing Agent	46
March 19	Telephone Operator (male)	76
March 19	Chemist	1
March 19	Supervising Engineer	1
March 19	Patrolman (Physical)	40
March 20	Stenographer and Typewriter	7
March 20	Apothecary	11
March 21	Marine Engineman	1
March 21	Patrolman (Physical)	52
March 22	Inspector, Tenement House, Sanitary and Lighting and Ventilating	155
March 24	Transitman and Computer	99
March 24	Patrolman (Physical)	46
March 25	Topographical Draughtsman	60
March 25	Marine Engineman	39
March 25	Patrolman (Physical)	51
March 26	Steward	38
March 26	Superintendent of Public Baths	3

Date of Examination.	Position.	Number Examined.
March 26	Patrolman (Physical)	41
March 27	Promotion to Chief Inspector of Lighting and Ventilating.....	1
March 27	Promotion to Deputy Chief Inspector of Lighting and Ventilating..	3
March 27	Promotion to Chief Examiner.....	1
March 27	Teacher	1
March 27	Patrolman	48
March 29	Oil Collector.....	1
March 31	Promotion to Third Grade Clerk.....	9
March 31	Promotion to Junior Clerk.....	4
March 31	Promotion to Fifth Grade Clerk.....	1
March 31	Patrolman (Physical)	40

APRIL

April 1	Transitman and Computer.....	51
April 1	Patrolman (Physical)	47
April 2	Promotion to Third Grade Clerk.....	1
April 2	Master	1
April 2	Patrolman (Physical)	49
April 3	Promotion to Foreman Bookbinder.....	6
April 4	Patrolman	43
April 4	Teacher	1
April 7	Roundsman, Docks	100
April 7	Patrolman (Physical)	46
April 8	Resident Physician	25
April 8	Promotion to Medical Officer.....	1
April 8	Patrolman (Physical)	41
April 9	Gardener	61
April 9	Arboriculturist	12
April 9	Patrolman (Physical)	45
April 10	Reception Agent.....	3
April 10	Chemist	7
April 10	Fireman, Special.....	1
April 11	Promotion to Third Grade Clerk.....	1
April 11	Deputy Superintendent of Asylums and Schools.....	1
April 11	Patrolman (Physical)	44

Date of Examination.	Position.	Number Examined.
April 14	Supervising Engineer	18
April 14	Patrolman (Physical)	40
April 15	Assistant Secretary, Art Commission.....	38
April 15	Clerk	9
April 15	Patrolman (Physical)	50
April 16	Examiner, Civil Service (male).....	77
April 16	Superintendent, Final Disposition.....	1
April 16	Patrolman (Physical)	45
April 17	Examiner	20
April 18	Character Examiner	73
April 18	Patrolman (Physical)	38
April 21	Promotion to Junior Clerk.....	1
April 21	Roundsman, Dock Department.....	26
April 21	Patrolman (Physical)	48
April 21	Promotion to Roundsman (Physical).....	1
April 22	Patrolman (Physical)	43
April 23	Deputy Medical Superintendent.....	12
April 23	Assistant Engineman, Marine.....	1
April 23	Patrolman (Physical)	51
April 24	Architectural Draughtsman	20
April 25	Promotion to Assistant Clerk.....	6
April 25	Teacher	10
April 25	Patrolman (Physical)	48
April 28	Departmental Inspector	60
April 28	Patrolman (Physical)	36
April 28	Roundsman (Physical)	1
April 29	Telephone Operator	1
April 29	Patrolman (Physical)	39
April 30	Engineer Inspector	12
April 30	Patrolman (Physical)	32

MAY.

May 1	Expert Cataloguer	12
May 2	Promotion to Roundsman (Physical).....	156
May 2	Patrolman (Physical)	42

Date of Examination.	Position.	Number Examined.
May 2	Promotion to Roundsman (Physical).....	1
May 3	Promotion to Roundsman.....	1,098
May 3	Promotion to Roundsman.....	673
May 5	Stationary Engineman	96
May 5	Patrolman (Physical)	39
May 6	Superintendent Final Disposition.....	33
May 6	Promotion to Fourth Grade Clerk.....	2
May 6	Patrolman (Physical)	37
May 7	Orderly	33
May 7	Patrolman (Physical)	35
May 8	Stationary Engineman	89
May 9	Deputy Superintendent of Hospitals and Asylums.....	36
May 9	Architectural Draughtsman	2
May 9	Patrolman (Physical)	40
May 12	Bookkeeper	95
May 12	Patrolman (Physical)	33
May 13	Master	21
May 13	Promotion from Laborer to Pilot.....	2
May 13	Patrolman (Physical)	33
May 14	Promotion from Laborer to Gateman.....	11
May 14	Patrolman (Physical)	38
May 15	Assistant Registrar of Records.....	7
May 15	Architectural Draughtsman	1
May 16	Locomobile Engineman	14
May 16	Promotion to Assistant Engineer.....	3
May 16	Patrolman (Physical)	39
May 19	Stationary Engineman	25
May 19	Patrolman (Physical)	31
May 20	Bookkeeper	45
May 20	Patrolman (Physical)	33
May 21	Patrolman (Physical)	27
May 22	Promotion to Third Grade Clerk.....	1
May 23	Promotion to Third Grade Clerk.....	4
May 23	Promotion to Second Grade Clerk.....	1
May 23	Patrolman (Physical)	32
May 26	Laboratory Assistant	17
May 26	General Inspector of Streets and Roads.....	1

ate of mination.	Position.	Number Examined.
y 26	Patrolman (Physical)	40
y 27	Patrolman (Physical)	64
y 28	Inspector of Masonry.....	83
y 28	Patrolman (Physical)	63

JUNE.

1e 2	Civil Service Examiner.....	8
1e 2	Patrolman (Physical)	49
1e 3	Fireman	1
1e 3	Patrolman (Physical)	51
1e 4	Patrolman (Physical)	42
1e 6	Patrolman (Physical)	48
1e 9	Architectural Draughtsman	6
1e 9	Patrolman (Physical)	38
1e 10	General Inspector of Streets and Roads.....	89
1e 10	Patrolman (Physical)	48
1e 11	Typewriting Copyist	38
1e 11	Patrolman (Physical)	47
1e 12	Promotion to Junior Clerk.....	2
1e 12	Promotion to Rodman.....	1
1e 12	Chemist, Second Grade	1
1e 13	Typewriting Copyist	38
1e 13	Patrolman (Physical)	44
1e 16	Chemist, Second Grade	14
1e 16	Apothecary, First Grade.....	9
1e 16	Patrolman (Physical)	40
1e 17	Promotion to Leveler.....	5
1e 17	Patrolman (Physical)	33
1e 18	Interpreter, Italian	85
1e 18	Patrolman (Physical)	40
1e 19	Promotion to Fourth Grade Clerk.....	3
1e 20	Chemist	11
1e 20	Patrolman (Physical)	42
1e 23	Typewriting Copyist	45
1e 23	Patrolman (Physical)	39

Date of Examination.	Position.	Number Examined.
June 24	Typewriting Copyist	49
June 24	Patrolman (Physical)	28
June 25	Patrolman (Physical)	30
June 27	Patrolman (Physical)	27
June 30	Patrolman (Physical)	31

JULY.

July 1	Patrolman (Physical)	51
July 2	Patrolman (Physical)	59
July 3	Patrolman (Physical)	30
July 3	Doorman (Physical)	1
July 9	Deputy Tax Commissioner.....	77
July 10	Promotion to Dump Inspector.....	15
July 11	Clerk	141
July 11	Clerk	90
July 11	Patrolman (Physical)	66
July 14	Inspector of Tenements.....	167
July 14	Inspector of Tenements.....	397
July 14	Patrolman (Physical)	41
July 15	Patrolman (Physical)	26
July 15	Promotion from Stoker to Engineman.....	9
July 16	Character Examiner	80
July 17	Photographer	1
July 21	Promotion to Second Grade Clerk.....	3
July 23	Architectural Draughtsman	1
July 23	Promotion to Sergeant (Physical).....	84
July 24	Promotion to Sergeant (Physical).....	77
July 25	Engineer Inspector	18
July 28	Homeopathic Apothecary	5
July 29	Promotion to Roundsman.....	28
July 30	Architectural Draughtsman	15
July 31	Promotion to Thirteenth Grade Medical Inspector.....	2
July 31	Master	3
July 28	Patrolman (Physical)	43
July 29	Patrolman (Physical)	43
July 30	Patrolman (Physical)	18

AUGUST.

Date of Examination.	Position.	Number Examined.
August 1	Court Attendant	48
August 1	Architectural Draughtsman	1
August 1	Patrolman (Physical)	65
August 4	Photographer	39
August 8	Architect, Ninth Grade.....	21
August 16	Inspector of Plumbing	1
August 18	Inspector of Pipes, Pipe Laying and Hydrants.....	64
August 20	Temporary Clerk	404
August 22	Inspector of Iron and Steel Construction.....	29
August 25	Inspector of Meters and Water Consumption.....	272
August 27	Patrolman	1,120
August 28	Rodman	1
August 29	Electrical Engineer	41

SEPTEMBER.

September 3	Mechanical Draughtsman	14
September 8	Homeopathic Apothecary	1
September 8	Promotion to Roundsman.....	1
September 9	Promotion to Section Foreman.....	211
September 11	Promotion to Second Grade Stenographer.....	4
September 12	Architectural Draughtsman	19
September 15	Architectural Draughtsman, First Grade.....	18
September 15	Architectural Draughtsman, Third Grade.....	12
September 16	Promotion to Junior Clerk.....	3
September 17	Orderly	30
September 19	Topographical Draughtsman	44
September 22	Promotion to Dump Inspector.....	4
September 24	Promotion to Assistant Engineer.....	6
September 25	Promotion from Third to Fifth Grade Stenographer.....	1
September 26	Chainman and Rodman.....	170
September 26	Chainman and Rodman.....	86
September 29	Promotion to Seventh Grade Accountant.....	4
September 29	Promotion to Eighth Grade Accountant.....	1

OCTOBER.

Date of Examination.	Position.	Number Examine
October 1	Promotion to Sergeant (Mental).....	21
October 2	Promotion to Supervising Nurse.....	
October 2	Inspector of Regulating, Grading and Paving.....	
October 3	Promotion from Nurse and Orderly to Junior Clerk.....	1
October 3	Promotion from Messenger to Second Grade Clerk.....	
October 4	Superintendent of Laundry.....	
October 4	Homeopathic Apothecary	
October 6	Inspector of Regulating, Grading and Paving.....	
October 6	Rodman and Chainman.....	
October 10	Inspector of Regulating, Grading and Paving.....	2
October 10	Inspector of Tenements.....	
October 10	Apothecary	
October 11	Inspector of Regulating, Grading and Paving.....	
October 15	Clerk	5
October 16	Architectural Draughtsman	2
October 17	Promotion to Fifth Grade Collector.....	
October 17	Architectural Draughtsman	
October 20	Inspector of Regulating, Grading and Paving.....	1
October 21	Promotion to Second Grade Stenographer.....	
October 22	Superintendent, Library Department.....	
October 23	Homeopathic Apothecary	
October 24	Superintendent of Laundry.....	
October 27	Disinfector	
October 28	Marine Engineman	
October 28	Promotion to Roundsman.....	
October 29	Typewriting Copyist	
October 30	Chief Inspector of Plumbing.....	1
October 31	Architectural Draughtsman, Third and Fourth Grade.....	3

NOVEMBER.

November 1	Inspector of Regulating, Grading and Paving.....	
November 7	Promotion to Roundsman.....	
November 12	Paymaster's Clerk	
November 12	Inspector of Regulating, Grading and Paving.....	

Date of Examination.	Position.	Number Examined.
November 12	Arboriculturist	1
November 15	Promotion to Third Grade Stenographer and Typewriter.....	3
November 18	Promotion to Section Foreman.....	10
November 19	Promotion to Deputy Clerk.....	2
November 20	Promotion to Eighth Grade Clerk.....	2
November 20	Promotion to Fourth Grade Clerk.....	5
November 20	Promotion to First Grade Clerk.....	4
November 21	Promotion to Third Grade Stenographer.....	14
November 24	Promotion to Fourth Grade Stenographer.....	6
November 26	Promotion to Eighth Grade Accountant.....	3

DECEMBER.

December 1	Topographical Draughtsman	10
December 1	Topographical Draughtsman	28
December 2	Dietician	3
December 3	Promotion to Fifth Grade Inspector of Tenements.....	46
December 4	Promotion to Fourth Grade Clerk.....	1
December 4	Promotion to Stenographer and Typewriter.....	2
December 5	Leveler	159
December 8	Assistant Engineer, Fourth Grade.....	46
December 9	Arboriculturist	12
December 9	Patrolman	11
December 10	Building Instructor, Masonry and Carpentry.....	214
December 11	Topographical Draughtsman	65
December 12	Promotion to Leveler.....	2
December 12	Nurse	21
December 13	Lumber Inspector	1
December 15	Telegraph Operator	97
December 15	Fireman (Physical)	19
December 16	Promotion to Sixth Grade Draughtsman.....	11
December 16	Promotion to Sixth Grade Transitman.....	8
December 16	Promotion to Hydrographer.....	1
December 16	Fireman (Physical)	20
December 17	Promotion to Fifth and Sixth Grade Clerk.....	3
December 17	Promotion to Bookkeeper.....	3

Date of Examination.	Position.	Number Examined.
December 18	Building Inspector	
December 19	Inspector of Tenements (woman).....	1
December 19	Fireman (Physical)	1
December 22	Inspector of Electric Lighting and Conductors.....	1
December 22	Fireman (Physical)	1
December 23	Clerk	11
December 23	Fireman (Physical)	1
December 24	Mechanical Engineer	1
December 26	Inspector of Lamps and Gas.....	1
December 29	Superintendent of Hospital.....	1
December 29	Master	
December 29	Inspector of Lumber.....	
December 29	Engineman (dynamo)	
December 30	Apothecary	
December 31	Promotion to Sergeant of Police (Mental).....	

SUMMARY.

January	4
February	2,2
March	1,1
April	1,4
May	3,0
June	1,0
July	1,4
August	2,11
September	6
October	1,2
November	1
December	1,21
Total.....	16,11

APPLICATIONS REJECTED.

Rule 11 (False statements in applications).....	14
Rule 13 (Unsatisfactory character, and nine months' clause).....	13
Rule 28 (Already on eligible list).....	
Rule 41 (Dismissed from public service for cause).....	

Not in candidate's writing.....	23
Miscellaneous	40
Total.....	355

Summary of the foregoing table:

EXAMINATIONS.

For comparison, the totals only of the number of candidates examined in each month of the preceding year are given.

Number of Examinations.	Character of Examination.	Number of Candidates.	Total Examina- tions, 1902.	Total Number Examined, 1902	Total Examina- tions, 1901.	Total Number Examined, 1901
January.						
8	Mental Competitive.....	282				
21	Mental Promotion.....	99				
3	Mental Non-Competitive.....	3				
2	Physical Competitive.....	21	34	405	29	721
February.						
17	Mental Competitive.....	1,944				
3	Mental Promotion.....	9				
8	Mental Non-Competitive.....	9				
3	Physical Competitive.....	305	31	2,267	24	572
March.						
12	Mental Competitive.....	650				
13	Mental Promotion.....	26				
12	Mental Non-Competitive.....	12				
11	Physical Competitive.....	440	48	1,128	31	340
April.						
17	Mental Competitive.....	635				
16	Mental Promotion.....	16				
6	Mental Non-Competitive.....	6				
20	Physical Competitive.....	818	59	1,475	28	615

Number of Examinations.	Character of Examination.	Number of Candidates.	Total Examina- tions, 1902.	Total Number Examined, 1902.	Total Examina- tions, 1901.	Total Number Examined, 1901.
May.						
14	Mental Competitive.....	596				
8	Mental Promotion.....	1,793				
3	Mental Non-Competitive.....	4				
15	Physical Competitive	635	40	3,028	33	1,262
June.						
12	Mental Competitive.....	393				
4	Mental Promotion.....	11				
1	Mental Non-Competitive.....	1				
17	Physical Competitive.....	677	34	1,082	36	1,436
July.						
10	Mental Competitive.....	993				
4	Mental Promotion.....	54				
2	Mental Non-Competitive.....	2				
10	Physical Competitive.....	381	26	1,430	43	1,736
August.						
10	Mental Competitive.....	2,103				
3	Mental Non-Competitive.....	3	15	2,106	15	269
September.						
6	Mental Competitive.....	374				
9	Mental Promotion.....	235				
2	Mental Non-Competitive.....	20	17	629	10	707
October.						
11	Mental Competitive.....	932				
7	Mental Promotion.....	290				
10	Mental Non-Competitive.....	68	28	1,290	28	965

Number of Examinations.	Character of Examination.	Number of Candidates.	Total Examina- tions, 1902.	Total Number Examined, 1902.	Total Examina- tions, 1901.	Total Number Examined, 1901.
November.						
10	Mental Promotion.....	50				
3	Mental Non-Competitive.....	7				
1	Mental Re-instatement.....	1	14	58	35	2,532
December.						
18	Mental Competitive.....	1,040				
10	Mental Promotion.....	83				
5	Mental Non-Competitive.....	5				
5	Physical Competitive.....	87	38	1,215	46	642

TABLE

SHOWING CHRONOLOGICAL ORDER OF LISTS PREPARED, THE NUMBER OF PERSONS
SUCH

Position.
Promotion to Principal Assistant Engineer, Bridges.....
Promotion to Third Grade Clerk, Charities.....
Promotion to Superintendent of Hospital, Charities.....
Junior Assistant Architectural Draughtsman.....
Promotion to Fifth Grade Investigating Officer, Charities.....
Promotion to Third Grade Clerk, Charities.....
Promotion to Junior Clerk, Highways.....
Promotion to Fourth Grade Clerk, Highways.....
Promotion to Third Grade Clerk, Street Openings.....
Promotion to Third Grade Clerk, Street Cleaning.....
Promotion to Fourth Grade Stenographer, Civil Service Commission.....
Promotion to Third Grade Clerk, Water Supply, Gas and Electricity.....
Promotion to Third Grade Stenographer and Typewriter, Education.....
Promotion to Fifth Grade Stenographer, President Borough of Manhattan.....
Promotion to Fifth Grade Stenographer, President Borough of The Bronx.....
Matron
Mate (Non-Competitive), Street Cleaning.....
Promotion to Sixth Grade Clerk, Docks and Ferries.....
Clerk
Advertising Agent and Examiner, City Record (N. C.).....
Registrar of Records, Tenement House Department (N. C.).....
Promotion to Fifth Grade Bookkeeper, Street Cleaning.....
Inspector of Incumbrances, Public Works (N. C.).....
Supervisor of Complaints, Public Works (N. C.).....
Promotion to Keeper, Second Grade, Correction.....
Promotion to Second Grade Messenger, Department of Sewers.....
Promotion to Chainman, Rapid Transit Commission.....
Purchasing Agent
Office Boy
Watchman, Finance (N. C.).....
Superintendent of Incumbrances, President Borough of Manhattan (N. C.).....
Supervisor of Complaints, President Borough of Manhattan and Queens (N. C.)..
Teacher of Brass Band Music.....

No. 3.

EXAMINED AND THE LENGTH OF TIME REQUIRED IN THE PREPARATION OF
LISTS.

Date of Examination.	Date of List.	Time of Rating.		Number Examined.
December 19, 1901	January 3, 1902		15 days	6
November 26, 1901	January 3, 1902	1 month	8 days	9
December 17, 1901	January 7, 1902		21 days	1
October 18, 1901	January 14, 1902	2 months	27 days	11
January 3, 1902	January 14, 1902		11 days	1
December 18, 1901	January 14, 1902		27 days	3
December 17, 1901	January 14, 1902		28 days	2
December 13, 1901	January 14, 1902	1 month	1 day	1
December 16, 1901	January 14, 1902		29 days	1
January 7, 1902	January 14, 1902		7 days	1
December 12, 1901	January 15, 1902	1 month	3 days	2
December 18, 1901	January 16, 1902		29 days	6
December 12, 1901	January 16, 1902	1 month	4 days	12
December 12, 1901	January 16, 1902	1 month	4 days	1
December 12, 1901	January 16, 1902	1 month	4 days	1
October 30-31, 1901	January 20, 1902	2 months	20 days	113
January 28, 1902	January 28, 1902		1 day	1
December 13, 1901	January 29, 1902	1 month	16 days	3
June 13, 1901	January 30, 1902	7 months	18 days	98/
January 30, 1902	January 30, 1902		1 day	1
January 30, 1902	January 30, 1902		1 day	1
January 7, 1902	January 31, 1902		24 days	1
February 1, 1902	February 4, 1902		3 days	1
February 1, 1902	February 4, 1902		3 days	1
January 3, 1902	February 4, 1902	1 month	1 day	13
January 9, 1902	February 4, 1902		26 days	4
January 31, 1902	February 4, 1902		5 days	15
February 5, 1902	February 5, 1902		1 day	1
September 9, 1901	February 10, 1902	5 months	1 day	178
February 10, 1902	February 10, 1902		1 day	2
February 11, 1902	February 11, 1902		1 day	1
February 11, 1902	February 11, 1902		1 day	2
January 15, 1902	February 14, 1902		30 days	12

Position.

Promotion to Sixth Grade Junior Law Clerk.....
 Marine Engineman, Street Cleaning (N. C.).....
 Mate, Street Cleaning (N. C.).....
 Promotion to Third Grade Janitor, Public Works.....
 Promotion to Second Grade Watchman, Brooklyn Disciplinary Training School.....
 Laboratory Attendant, Health Department.....
 Laboratory Assistant, Health Department.....
 Promotion to Assistant Fire Marshal, Fire Department.....
 Promotion to Third Grade Computer of Accounts, Law Department.....

 Inspector of Masonry.....

 Promotion to Seventh Grade Janitor, Education.....
 Promotion to Fifth Grade Clerk, Fire Department.....
 Promotion to Seventh Grade Clerk, Buildings.....
 Promotion to Deputy Superintendent, City Record.....
 Promotion to Second Grade Telephone Operator, President Borough of Manhattan.....
 Promotion to Chemist, Health.....
 Steward, Charities (N. C.).....
 Nurse

Promotion to Third Grade Pilot, Charities.....
 Promotion to Chief Sanitary Inspector, Health.....
 Promotion to Chief Clerk, Health.....
 Promotion to Assistant Chief Clerk, Health.....
 Marine Engineman, Street Cleaning (N. C.).....
 Promotion to Third Grade Inspector Water Meters, Water Supply.....
 Promotion to Fifth Grade Bookkeeper, Education.....
 Promotion to Fourth Grade Clerk, Education.....
 Mate

Advertising Expert and Examiner, City Record.....
 Pile Driving Engineman.....
 Fireman

Promotion to Fifth Grade Deputy Librarian, College of The City of New York.....
 Promotion to Stenographer and Typewriter, Court of Special Sessions.....
 Promotion to Fifth Grade Clerk, Rapid Transit.....
 Druggist, Charities (N. C.).....
 Superintendent of Street Openings, Paving and Repairing (N. C.).....

Time of Examination.	Date of List.	Time of Rating.	Number Examined.
January 20, 1902	February 17, 1902	28 days	1
January 20, 1902	February 20, 1902	1 day	1
January 20, 1902	February 20, 1902	1 day	1
January 8, 1902	February 21, 1902	1 month 13 days	8
January 8, 1902	February 21, 1902	1 month 13 days	1
January 22, 1902	February 26, 1902	1 month 4 days	19
January 22, 1902	February 26, 1902	1 month 4 days	16
December 31, 1902	February 26, 1902	1 month 26 days	6
January 7, 1902	February 26, 1902	1 month 19 days	1
December 22, 1901			
December 10, 1901	February 27, 1902	2 months	168
December 27, 1901			
January 8, 1902	February 28, 1902	1 month 20 days	1
January 9, 1902	February 28, 1902	1 month 19 days	1
January 30, 1902	February 28, 1902	29 days	1
January 17, 1902	February 28, 1902	11 days	1
January 31, 1902	March 1, 1902	1 month 1 day	1
January 31, 1902	March 1, 1902	1 month 1 day	4
March 1, 1902	March 3, 1902	2 days	1
December 31, 1901	March 3, 1902	2 months 3 days	5
January 6, 1902	March 4, 1902	1 month 26 days	1
January 6, 1902	March 4, 1902	26 days	2
January 28, 1902	March 5, 1902	1 month 5 days	2
January 28, 1902	March 5, 1902	1 month 5 days	8
March 4, 1902	March 5, 1902	1 day	1
December 24, 1901	March 5, 1902	2 months 9 days	2
March 4, 1902	March 7, 1902	3 days	1
January 27, 1902	March 8, 1902	1 month 9 days	22
February 10, 1902	March 11, 1902	1 month 1 day	7
February 11, 1902	March 11, 1902	1 month	17
January 24, 1902	March 12, 1902	1 month 16 days	22
January 28, 1902	March 12, 1902	1 month 12 days	51
March 8, 1902	March 12, 1902	4 days	1
March 4, 1902	March 12, 1902	8 days	1
March 11, 1902	March 12, 1902	1 day	1
March 10, 1902	March 12, 1902	2 days	1
March 12, 1902	March 12, 1902	1 day	1

 Position.

Promotion to Fourth Grade Clerk, Finance.....
 Promotion to Third Grade Bridge Keeper.....
 Apothecary, Charities (N. C.).....
 Registrar of Records, Tenement House Department.....
 Resident Physician, Correction (N. C.).....
 Chemist, Charities (N. C.).....
 Supervising Engineer, Bellevue and Allied Hospitals.....
 Marine Engineman, Street Cleaning (N. C.).....
 Promotion to Superintendent of Final Disposition, Street Cleaning.....
 Promotion to Superintendent of Training School for Nurses.....
 Teacher, Department of Correction (N. C.).....
 Promotion to Supervising Nurse, Clarkson Street Hospital.....
 Junior Assistant Corporation Counsel.....
 Inspector of Water Meters.....
 Master, Street Cleaning (N. C.).....
 Superintendent of Public Baths.....
 Teacher, Correction (N. C.).....
 Promotion to Seventh Grade Auditor, Charities.....
 Deputy Superintendent of Asylums and Schools, Charities (N. C.).....

 Promotion to Captain, Police Department.....

 Promotion to Chief Engineer, Highways.....
 Promotion to Medical Officer, Health.....
 Superintendent of Final Disposition (N. C.).....
 Promotion to Fourth Grade Clerk, Buildings.....
 Police Surgeon.....
 Watchman.....
 Apothecary.....
 Promotion to Junior Clerk, Rapid Transit Commission.....
 Promotion to Third Grade Clerk, President Borough of The Bronx.....
 Promotion to Assistant Librarian, Borough of Queens.....
 Promotion to Fifth Grade Clerk, President Borough of Brooklyn.....
 Promotion to Third Grade Clerk, Parks.....
 Assistant Engineer (N. C.), Street Cleaning.....
 Promotion to Deputy Chief, Inspector Light and Ventilation, Tenement House Dept.....
 Promotion to Third Grade Clerk, Education.....

Date of Examination.		Date of List.		Time of Rating.		Number Examined.
January	27, 1902	March	12, 1902	1 month	13 days	1
October	15-16, 1901	March	14, 1902	4 months	26 days	35
March	15, 1902	March	17, 1902		2 days	1
February	10, 1902	March	18, 1902	1 month	8 days	22
March	17, 1902	March	18, 1902		1 day	1
March	19, 1902	March	20, 1902		1 day	1
March	19, 1902	March	20, 1902		1 day	1
March	21, 1902	March	24, 1902		3 days	1
January	23, 1902	March	24, 1902	1 month	1 day	11
March	14, 1902	March	25, 1902		11 days	1
March	27, 1902	March	27, 1902		1 day	1
November	12, 1901	March	27, 1902	4 months	15 days	1
February	21, 1902	April	1, 1902	1 month	11 days	92
Feb.	3, 4, 5, 1902	April	2, 1902	1 month	28 days	202
April	2, 1902	April	2, 1902		1 day	1
January	27, 1902	April	3, 1902	2 months	7 days	58
April	5, 1902	April	8, 1902		3 days	1
March	10, 1902	April	10, 1902	1 month		1
April	11, 1902	April	11, 1902		1 day	1
(November 11,)						
(November 13,)	1901	April	14, 1902	4 months	30 days	203
(November 15,)						
March	27, 1902	April	15, 1902		19 days	1
April	8, 1902	April	15, 1902		1 day	1
April	16, 1902	April	16, 1902		1 day	1
March	10, 1902	April	18, 1902	1 month	8 days	1
December	9, 1901	April	21, 1902	4 months	12 days	226
November	20, 1901	April	22, 1902	5 months	2 days	339
March	20, 1902	April	24, 1902	1 month	4 days	11
April	21, 1902	April	25, 1902		4 days	1
April	11, 1902	April	25, 1902		14 days	1
February	5, 1902	April	25, 1902	2 months	20 days	6
March	31, 1902	April	25, 1902		25 days	1
April	2, 1902	April	25, 1902		23 days	1
April	23, 1902	April	25, 1902		2 days	1
March	27, 1902	April	28, 1902	1 month	1 day	3
March,	31, 1902	April	28, 1902		28 days	9

 Position.

Promotion to Junior Clerk, Education.....
 Promotion to Chief Inspector of Light and Ventilation (Tenement House Com.)....
 Telephone Operator (N. C.), Docks and Ferries.....
 Woman's Reception Agent.....
 Chemist
 Supervisor of Complaints.....
 Sanitary Inspector (Tenement House Commission).....
 Inspector of Light and Ventilation (Tenement House Commission).....
 Architectural Draughtsman (N. C.), Tenement House Department.....
 Purchasing Agent
 Oil Collector
 Civil Service Examiner (Female), Civil Service Commission.....
 Superintendent of Incumbrances.....
 Teacher
 Superintendent of Public Baths.....
 Gardener
 Resident Physician
 Arboriculturist
 Architectural Draughtsman (N. C.).....
 Deputy Medical Superintendent.....
 Steward
 Promotion to Bookbinder, City Record.....
 Promotion to Third Grade Clerk, Civil Service Commission.....
 Roundsman, Docks and Ferries.....
 Orderly
 Promotion to Assistant Engineer, Rapid Transit Commission.....
 Promotion to Assistant Clerk, Magistrates' Court.....
 Promotion to Pilot, Docks and Ferries.....
 General Inspector Streets and Roads (N. C.).....
 Assistant Secretary Art Commission.....
 Architectural Draughtsman
 Clerk, Building and Tenement House Departments.....
 Engineer's Assistant
 Stenographer and Typewriter.....
 Expert Cataloguer.....
 Oil Collector.....
 Departmental Inspector

f Examination.		Date of List.		Time of Rating.		Number Examined.
1	31, 1902	April	29, 1902		28 days	4
1	27, 1902	April	28, 1902	1 month	1 day	1
	29, 1902	April	30, 1902		1 day	1
	10, 1902	May	5, 1902		25 days	3
	10, 1902	May	5, 1902		25 days	7
ary	25, 1902	May	7, 1902	2 months	12 days	79
ary	2, and	May	9, 1902	1 month	17 days	1182
1	22, 1902					
	9, 1902	May	10, 1902		1 day	2
1	18, 1902	May	12, 1902	1 month	24 days	46
1	17, 1902	May	12, 1902	1 month	25 days	113
	17, 1902	May	12, 1902		25 days	19
ary	28, 1902	May	14, 1902	2 months	14 days	71
	25, 1902	May	14, 1902		19 days	10
ry	17, 1902	May	14, 1902	3 months	27 days	1
	9, 1902	May	15, 1902	1 month	6 days	61
	8, 1902	May	15, 1902	1 month	7 days	25
	9, 1902	May	15, 1902	1 month	6 days	12
	15, 1902	May	15, 1902		1 day	1
	23, 1902	May	16, 1902		23 days	12
1	26, 1902	May	16, 1902	1 month	20 days	37
	3, 1902	May	23, 1902	1 month	20 days	6
	22, 1902	May	24, 1902		2 days	1
7 and	21, 1902	May	26, 1902	1 month	5 days	126
	7, 1902	May	27, 1902		20 days	33
	6, 1902	May	27, 1902		21 days	3
	25, 1902	May	27, 1902	1 month	2 days	6
	13, 1902	May	27, 1902		14 days	2
	26, 1902	May	27, 1902		1 day	1
	15, 1902	May	28, 1902	1 month	13 days	38
	24, 1902	May	29, 1902	1 month	5 days	20
3, 14, 15,	1902	May	29, 1902	3 months	14 days	337
ary	26, 1902	June	2, 1902	3 months	6 days	27
ary	24, 1902	June	2, 1902	3 months	8 days	109
	1, 1902	June	3, 1902	1 month	2 days	12
1	17, 1902	June	3, 1902	2 months	17 days	1
	28, 1902	June	3, 1902	1 month	5 days	60

Position.

Master
 Fireman (Mental)
 Promotion to Fourth Grade Clerk, Charities.....
 Promotion to Gateman, Bridges.....
 Telephone Operator.....
 Promotion to Third Grade Clerk, Law Department.....
 Supervising Engineer.....
 Engineer Inspector.....
 Marine Engineman
 Chemist, Charities (N. C.).....
 Assistant Registrar of Records, Health.....
 Character Examiner, Civil Service Commission.....
 Superintendent of Final Disposition.....
 Promotion to Junior Clerk, President Borough of Manhattan.....
 Promotion to Junior Clerk, Law Department.....
 Topographical Draughtsman.....
 Civil Service Examiner, Male.....
 Laboratory Assistant
 Promotion to Chainman and Rodman, President Borough of Queens.....
 Marine Engineman (N. C.).....
 Promotion to Second Grade Clerk, Law Department.....
 Promotion to Fourth Grade Clerk, President Borough of Manhattan.....
 Chemist
 Apothecary, First Grade.....
 Deputy Superintendent of Hospitals.....
 Architectural Draughtsman.....
 Promotion to Leveler, Water Supply.....
 Promotion to Inspector of Buildings, Masonry and Carpentry, Water Supply.....
 Locomobile Engineman
 Transmitman and Computer.....

 Photographer (N. C.), Tenement House.....
 Civil Service Examiner (Mechanical Engineer).....
 Architectural Draughtsman (N. C.).....
 Promotion to Second Grade Clerk, President Borough of Manhattan.....
 Inspector Light and Ventilation, Tenement and Buildings Departments.....
 Clerk, Tenement House Department and Building Bureaus.....

of Examination.	Date of List.		Time of Rating.		Number Examined.
	13, 1902	June 4, 1902		22 days	21
	3, 1902	June 5, 1902		2 days	1
	6, 1902	June 5, 1902		29 days	2
	14, 1902	June 5, 1902		22 days	11
ch	19, 1902	June 9, 1902	2 months	21 days	76
	23, 1902	June 9, 1902		17 days	4
l	14, 1902	June 11, 1902	1 month	28 days	18
l	30, 1902	June 11, 1902	1 month	12 days	12
ch	25, 1902	June 12, 1902	2 months	18 days	39
	12, 1902	June 12, 1902		1 day	1
	15, 1902	June 13, 1902		29 days	7
l	18, 1902	June 13, 1902	1 month	26 days	73
	6, 1902	June 17, 1902	1 month	11 days	33
	12, 1902	June 17, 1902		5 days	1
	12, 1902	June 17, 1902		5 days	1
ch	25, 1902	June 17, 1902	2 months	23 days	62
l	16, 1902	June 19, 1902	2 months	3 days	77
	26, 1902	June 20, 1902		25 days	17
	12, 1902	June 21, 1902		9 days	1
	23, 1902	June 23, 1902		1 day	1
	23, 1902	June 23, 1902	1 month	1 day	1
	19, 1902	June 26, 1902		7 days	3
	16, 1902	July 2, 1902		16 days	14
	16, 1902	July 2, 1902		16 days	9
	9, 1902	July 7, 1902	1 month	28 days	36
	9, 1902	July 8, 1902		29 days	6
	17, 1902	July 10, 1902		24 days	5
	19, 1902	July 10, 1902		21 days	2
	16, 1902	July 12, 1902	1 month	26 days	14
ch	24, and				
l	1, 1902	July 15, 1902	3 months	15 days	150
	17, 1902	July 17, 1902		1 day	1
	2, 1902	July 23, 1902	1 month	21 days	8
	23, 1902	July 24, 1902		1 day	1
	21, 1902	July 24, 1902		3 days	3
uary	7, 1902	July 24, 1902	2 months	17 days	1
	11, 1902	July 30, 1902		19 days	231

Position.

Architectural Draughtsman (N. C.), President Borough of Manhattan.....
 Homeopathic Apothecary
 Promotion to Third Grade Engineman, Water Supply.....
 Bookkeeper
 Promotion to Thirteenth Grade Medical Inspector, Health.....
 Inspector of Plumbing, Buildings (N. C.).....
 Chemist

Typewriting Copyist

Stationary Engineman

Inspector of Masonry
 Promotion Dump Inspector, Street Cleaning.....
 Engineer Inspector.....
 Homeopathic Apothecary (N. C.).....
 General Inspector of Streets and Roads.....
 Promotion to Roundsman, Police.....

Architectural Draughtsman
 Photographer
 Master
 Architectural Draughtsman (N. C.), Education.....
 Italian Interpreter.....
 Architect, Fire Department.....
 Inspector of Tenements.....
 Temporary Clerk.....
 Examiner of Charitable Institutions.....
 Promotion to Junior Clerk, Finance.....
 Promotion to Second Grade Stenographer and Typewriter, Finance.....
 Deputy Tax Commissioner.....
 Inspector of Iron and Steel Construction.....
 Inspector Regulating, Grading and Paving (N. C.), Public Works.....
 Promotion to Fourth Grade Stenographer, Education.....
 Homeopathic Apothecary (N. C.).....

Date of Examination.		Date of List.		Time of Rating.		Number Examined.
August	1, 1902	August	4, 1902		3 days	1
July	28, 1902	August	8, 1902		11 days	5
July	15, 1902	August	14, 1902		30 days	9
May	12, 20, 1902	August	14, 1902	2 months	25 days	140
July	31, 1902	August	16, 1902		16 days	2
August	16, 1902	August	19, 1902		3 days	1
June	20, 1902	August	22, 1902	2 months	2 days	11
(June	11,)					
(June	3,)					
(June	23,) 1902	August	22, 1902	1 month	29 days	172
(June	24,)					
(May	5,)					
(May	8,) 1902	August	23, 1902	3 months	4 days	210
(May	19,)					
May	28, 1902	September	2, 1902	3 months	5 days	82
July	10, 1902	September	2, 1902	1 month	23 days	15
July	25, 1902	September	5, 1902	1 month	11 days	18
September	8, 1902	September	8, 1902		1 day	1
June	10, 1902	September	10, 1902	3 months		89
May	3, and					
July	29, 1902	September	12, 1902	1 month	14 days	1799
August	4, 1902	September	12, 1902	1 month	8 days	15
August	4, 1902	September	12, 1902	1 month	8 days	39
July	31, 1902	September	12, 1902	1 month	12 days	3
September	12, 1902	September	13, 1902		1 day	19
June	18, 1902	September	13, 1902	2 months	26 days	84
August	8, 1902	September	16, 1902	1 month	8 days	21
July	14, 1902	September	20, 1902	2 months	6 days	564
August	20, 1902	September	24, 1902	1 month	4 days	411
July	16, 1902	September	25, 1902	2 months	9 days	80
September	16, 1902	September	27, 1902		11 days	1
September	11, 1902	September	29, 1902		18 days	4
July	9, 1902	September	30, 1902	2 months	21 days	76
August	22, 1902	October	2, 1902	1 month	10 days	29
October	3, 1902	October	3, 1902		1 day	6
September	25, 1902	October	3, 1902		8 days	1
October	4, 1902	October	4, 1902		1 day	1

Position.

Superintendent of Laundry (N. C.).....
 Inspector Regulating, Grading and Paving (N. C.), Public Works.....
 Electrical Engineer.....
 Inspector of Pipes, Etc.....
 Promotion to Seventh Grade Accountant.....
 Promotion to Eighth Grade Accountant.....
 Promotion to Second Grade Clerk, Law Department.....
 Court Attendant.....
 Promotion to Dump Inspector, Street Cleaning.....
 Architectural Draughtsman, First and Third Grades.....
 Promotion to Assistant Engineer, President Borough of Queens.....
 Apothecary, Charities (N. C.).....
 Inspector Regulating, Grading and Paving (N. C.).....
 Inspector Regulating, Grading and Paving (N. C.).....
 Architectural Draughtsman (N. C.), Education.....
 Topographical Draughtsman.....
 Promotion to Junior Clerk, Charities.....
 Orderly
 Inspector Water Meters, Etc.....
 Mechanical Draughtsman, Education and Rapid Transit Commission.....
 Inspector Regulating, Grading and Paving, President Borough of Manhattan (N. C.).....
 Promotion to First Grade Supervising Nurse.....
 Promotion to Fifth Grade Leveler, Docks and Ferries.....
 Homeopathic Apothecary
 Promotion to Eighth Grade Draughtsman, Docks and Ferries.....
 Inspector Regulating, Grading and Paving (N. C.).....
 Arboriculturist, Parks (N. C.).....
 Marine Engineer.....
 Promotion to Third Grade Stenographer, Civil Service Commission.....
 Promotion to Deputy Clerk, Court of General Sessions.....
 Promotion to Fourth Grade Clerk, Police Department.....
 Lumber Inspector (N. C.), Docks.....
 Inspector Regulating, Grading and Paving.....
 Architectural Draughtsman.....
 Chief Inspector Plumbing.....
 Disinfecter
 Superintendent of Library.....

Date of Examination.		Date of List.		Time of Rating.	Number Examined.
October	4, 1902	October	4, 1902	1 day	1
October	6, 1902	October	6, 1902	1 day	8
August	29, 1902	October	7, 1902	1 month 8 days	40
August	18, 1902	October	8, 1902	1 month 20 days	64
September	29, 1902	October	8, 1902	9 days	4
September	29, 1902	October	8, 1902	9 days	1
October	3, 1902	October	8, 1902	5 days	1
August	1, 1902	October	9, 1902	2 months 8 days	48
September	22, 1902	October	9, 1902	17 days	4
September	15, 1902	October	10, 1902	25 days	28
September	24, 1902	October	10, 1902	16 days	6
October	10, 1902	October	10, 1902	1 day	1
October	10, 1902	October	10, 1902	1 day	25
October	11, 1902	October	13, 1902	2 days	4
October	16, 1902	October	16, 1902	1 day	22
September	19, 1902	October	23, 1902	1 month 4 days	44
October	3, 1902	October	25, 1902	22 days	14
September	17, 1902	October	28, 1902	1 month 11 days	30
August	25, 1902	October	28, 1902	2 months 3 days	271
September	3, 1902	October	29, 1902	1 month 26 days	14
November	1, 1902	November	5, 1902	4 days	5
October	2, 1902	November	5, 1902	1 month 3 days	4
October	17, 1902	November	6, 1902	20 days	7
October	23, 1902	November	7, 1902	15 days	3
October	13, 1902	November	12, 1902	30 days	6
November	12, 1902	November	12, 1902	1 day	1
November	12, 1902	November	12, 1902	1 day	1
October	8, 1902	November	15, 1902	1 month 7 days	9
November	15, 1902	November	20, 1902	5 days	3
November	19, 1902	December	4, 1902	15 days	2
December	4, 1902	December	8, 1902	4 days	1
December	13, 1902	December	19, 1902	6 days	1
October	20, 1902	December	19, 1902	1 month 29 days	190
October	31, 1902	December	19, 1902	1 month 19 days	30
October	30, 1902	December	19, 1902	1 month 19 days	29
October	27, 1902	December	19, 1902	1 month 22 days	73
October	22, 1902	December	19, 1902	1 month 27 days	13

Position.

Superintendent of Laundry.....
 Chainman and Rodman.....
 Promotion to Sergeant, Police Department.....
 Building Inspector of Masonry and Carpentry (N. C.).....
 Promotion to Eighth Grade Accountant, Commissioner of Accounts.....
 Promotion to Fourth Grade Stenographer and Typewriter, Water Supply.....
 Promotion to Third Grade Stenographer and Typewriter, Law Department.....
 Promotion to Second, Fourth and Tenth Grade Clerk, Law Department.....
 Promotion to Fourth Grade Stenographer and Typewriter, Pres. Borough of Bronx.....
 Promotion to Third Grade Stenographer and Typewriter, Law Department.....
 Promotion to Fifth Grade Leveler, Bridges.....
 Dietician
 Patrolman

 Lumber Inspector (N. C.), Docks.....
 Master (N. C.), Street Cleaning.....
 Engineman, Dynamo (N. C.), Brooklyn Disciplinary Training School.....
 Promotion to Section Foreman, Street Cleaning.....

 Promotion to Fifth and Sixth Grade Clerk, Court Special Sessions.....

Date of Examination.	Date of List.	Time of Rating.		Number Examined.
October 24, 1902	December 19, 1902	1 month	25 days	29
September 26, 1902	December 19, 1902	2 months	23 days	256
October 1, 1902	December 19, 1902	2 months	19 days	255
December 18, 1902	December 19, 1902		1 day	1
November 26, 1902	December 19, 1902		23 days	3
November 24, 1902	December 19, 1902		25 days	6
November 21, 1902	December 19, 1902		28 days	14
November 20, 1902	December 19, 1902		29 days	11
December 4, 1902	December 19, 1902		15 days	2
November 21, 1902	December 20, 1902		29 days	1
December 12, 1902	December 20, 1902		8 days	2
December 2, 1902	December 22, 1902		20 days	3
August 27, and				
December 9, 1902	December 24, 1902	3 months	27 days	1131
December 9, 1902	December 29, 1902		1 day	1
December 29, 1902	December 29, 1902		1 day	1
December 29, 1902	December 29, 1902		1 day	1
September 9, and				
November 18, 1902	December 30, 1902	3 months	21 days	221
December 17, 1902	December 31, 1902		14 days	3

TABLE No. 4.
SHOWING COMPARISON OF NUMBER OF CANDIDATES EXAMINED.

	1898.	1899.	1900.	1901.	1902.
January	2	1,113	1,332	721	405
February	1	896	831	572	2,267
March	604	1,324	951	340	1,128
April	1,192	1,176	1,067	615	1,475
May	486		1,556	1,262	3,028
June	2,144		81	1,436	1,082
July	612	117	400	1,736	1,430
August	451	1,333	698	269	2,106
September	1,654	1,333	460	707	629
October	668	1,825	905	965	1,290
November	1,100	2,276	1,192	2,532	58
December	1,254	1,299	1,792	642	1,215
Total	10,168	12,692	11,265	11,797	16,113

TABLE No. 5.
SHOWING EXAMINATIONS HELD AND RATED DURING 1902 AND APPOINTMENTS MADE FROM
ELIGIBLE LISTS FORMED AS A RESULT OF SUCH EXAMINATIONS.

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Advertising Expert	22	5	16	10	6	1	1
Apothecary	35	13	20	13	7	2	4
Apothecary, Homeopathic	9	1	8	8	..	..	..
Arboriculturist	15	3	12	9	3	..	1
Architect, Fire Department.....	21	..	20	17	3	1	2
Assistant Secretary, Art Commission..	38	..	38	27	11	..	4
Bookkeeper	238	98	131	117	14	9	4
Chainman and Rodman.....	356	101	252	114	138	3	2
Chemist	21	3	16	8	8	2	2
Chemist (Second Grade).....	16	2	12	10	2	2	1

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
f Inspector of Plumbing.....	45	16	30	13	16	..	..
k, Tenement House Department							
and Building Bureau.....	766	190	508	414	94	68	54
k (Temporary)	670	267	381	191	190	22	190
t Attendant, Richmond Borough..	53	3	47	20	27	3	..
ity Medical Superintendent.....	16	4	12	3	9	..	1
ity Superintendent of Hospitals							
and Asylums	42	6	33	18	15	3	2
ity Tax Commissioner.....	97	19	74	42	32	4	..
ician	4	1	3	1	2	..	..
refector	108	35	73	46	27	..	..
ightsman, Architectural	143	59	78	43	35	6	33
ightsman, Mechanical	31	17	11	6	5	3	2
ightsman, Topographical	130	24	105	31	74	1	30
neer, Electrical	49	8	36	26	10	5	..
neer Inspector	41	9	23	15	8	9	7
neer's Assistant	29	2	25	17	8	2	1
niner of Charitable Institutions							
(Female)	83	3	78	62	16	2	..
niner, Civil Service (Male).....	111	34	73	63	10	4	2
niner, Civil Service (Female).....	23	2	20	16	4	1	1
niner, Civil Service (Character)..	103	30	71	67	4	2	1
niner, Civil Service (Mechanical							
Engineer)	9	1	8	2	6	..	2
ert Cataloguer	14	2	10	3	7	2	5
ener	71	9	52	44	8	10	..
ral Inspector of Streets and Roads.	104	14	88	45	43	2	..
ector, Departmental	69	9	55	27	28	5	..
ector of Iron and Steel Construc-							
tion	37	7	27	24	3	3	..
ector, Light and Ventilation, Tene-							
ment House Department.....	732	341	362	321	41	29	27
ector of Masonry.....	102	19	82	60	22	1	9
ector, Sanitary	1,059	291	734	529	205	34	160

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrawn.	Appointed.
Inspector of Pipe Laying and Hydrants	89	25	60	49	11	4	..
Inspector of Tenements.....	659	97	549	420	129	13	10
Inspector of Meters and Water Consumption	619	146	449	357	92	24	37
Inspector of Regulating, Grading and Paving	252	62	189	139	50	1	..
Interpreter (Italian)	114	29	80	34	46	5	2
Junior Assistant Corporation Counsel.	107	14	92	56	36	1	18
Laboratory Assistant	38	6	32	15	17	..	13
Laboratory Attendant	29	10	19	9	10	..	7
Locomobile Engineman.....	15	1	14	7	7	..	3
Master (with deep sea license).....	4	..	4	2	2	..	1
Mate	10	3	7	2	5	..	3
Oil Collector	135	23	111	47	64	1	1
Orderly	120	55	58	25	33	7	11
Patrolman	4,503	1,760	2,738	2,411	327	5	135
Photographer	42	2	38	15	23	2	1
Physician, Resident	27	2	25	11	14	..	5
Pilot or Master.....	48	26	21	14	7	1	..
Purchasing Agent	58	13	43	11	32	2	1
Registrar of Records (Tenement House Department)	28	6	13	8	5	9	4
Registrar of Records (Assistant) (Health Department)	9	2	7	3	4	..	1
Roundsman (Department of Docks and Ferries)	152	27	122	63	59	3	2
Stationary Engineman	340	126	207	69	138	7	1
Steam Engineman (Marine).....	70	22	46	11	35	2	6
Steam Engineman (Pile Driving)....	25	3	22	12	10	..	4
Stenographer and Typewriter (Male)..	199	91	100	15	85	8	21
Steward	50	12	38	18	20	..	..
Superintendent of Final Disposition..	45	12	33	17	16	..	1
Superintendent of Incumbrances.....	87	16	71	29	42	..	..
Superintendent of Laundry.....	34	6	28	15	13	..	1

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdraw.	Appointed.
Superintendent of Library Department.	43	7	27	23	4	9	1
Superintendent of Public Baths.....	63	4	59	36	23	..	1
Supervising Engineer	20	2	15	6	9	3	1
Supervisor of Complaints.....	90	11	75	27	48	4	1
Teacher	15	5	9	5	4	1	1
Teacher of Brass Band Music.....	12	..	12	8	4	..	1
Telephone Operator	90	14	72	29	43	4	9
Transitman and Computer	233	83	148	51	97	2	18
Typewriting Copyist	277	106	164	68	96	7	35
Woman's Reception Agent.....	4	1	2	1	1	1	1
Totals	14,268	4,478	9,423	6,620	2,803	367	906

TABLE No. 6.
COMPETITIVE EXAMINATIONS HELD IN 1902 NOW IN PROCESS OF BEING RATED.

Position.	No. Examined.
Apothecary	9
Assistant Engineer, Rapid Transit, Fourth Grade.....	46
Clerk, Building and Tenement House Departments.....	529
Inspector of Buildings and Carpentry.....	214
Inspector of Tenements (Woman).....	136
Inspector of Electric Lighting and Conductors.....	89
Inspector of Lamps and Gas.....	99
Leveler	159
Mechanical Engineer.....	15
Nurse, First Grade.....	21
Superintendent of Hospitals.....	26
Telegraph Operator	97
Topographical Draughtsman, Tenth and Sixteenth Grades.....	38
Topographical Draughtsman, First and Fourth Grades.....	65
Total	1,543

PROMOTION EXAMINATIONS HELD IN 1902 NOW IN PROCESS OF BEING RATED.

Position.	No. Examine
Promotion to Sixth Grade Draughtsman.....	1
Promotion to Hydrographer.....	
Promotion to Sergeant, Police Department.....	
Promotion to Sixth Grade Transitman.....	
Total	1

PHYSICAL EXAMINATIONS HELD 1902, NOT YET COMPLETED.

Position.	No. Examine
Fireman	8

TABLE No. 7.

SHOWING EXAMINATIONS HELD FOR ORIGINAL APPOINTMENT IN 1901 AND RATED DURING 1902, AND APPOINTMENTS MADE FROM THE ELIGIBLE LISTS FORMED AS A RESULT OF SUCH EXAMINATIONS.

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	
Clerks	2,312	1,323	912	683	229	77	1
Draughtsman, Junior Assistant Architectural	15	4	10	8	2	1	
Inspector of Masonry.....	206	39	151	113	38	16	2
Matron	172	59	111	59	52	2	
Nurse	16	11	5	..	5	..	
Office boy	278	99	178	53	125	1	4
Police Surgeons	415	187	221	154	67	7	
Watchman	669	229	330	122	208	10	
Total	4,083	1,951	1,918	1,192	726	114	10

TABLE No. 8.

SHOWING APPOINTMENTS MADE DURING 1902 FROM COMPETITIVE ELIGIBLE LISTS PREPARED PRIOR TO JANUARY 1, 1902.

Position.	Appointed.
Assistant Bacteriologist, Second Grade.....	1
Assistant Bacteriologist, Third Grade.....	2
Assistant Chemist	3
Assistant Court Clerk (Criminal).....	1
Assistant Disinfector	12
Assistant Engineer, Grade A.....	1
Assistant Engineer, P. B. L. and S.....	1
Axeman	26
Bath Attendant (Woman).....	6
Bookbinder	2
Bookkeeper	1
Building Inspector of Iron and Steel.....	2
Building Inspector of Masonry and Carpentry.....	4
Chainman and Rodman.....	20
Clerk (Woman)	2
Clerk, Department of Taxes and Assessments.....	5
Coroner's Physician	1
Cottage Attendant	4
Court Attendant	6
Court Stenographer	5
Deputy Tax Commissioner (Queens).....	1
Dynamo Engineer	1
Examiner of Dependent Children (Woman).....	3
Examiner, Law Department	2
Fireman	147
Foreman of Repairs, Public Buildings.....	1
Head Nurse	1
Hospital Orderly	5
Inspector of Fire Alarm Telegraph.....	2
Inspector of Heating and Ventilation.....	1
Inspector of Regulating, Grading and Paving.....	3
Inspector of Regulating, Grading and Paving, Department of Finance.....	3
Interpreter	6
Janitor	19

Position.	Appoi
Janitor Engineer	
Junior Clerk	
Junior Clerk (Woman).....	
Keeper	
Keeper of Menagerie	
Leveler	
Marine Engineer	
Mate	
Mechanical Draughtsman (Structural).....	
Medical Officer, Fire Department (As Med. Examiner, Civil Service Com.)..	
Office Boy	
Patrolman	
Pilot (Three as Mate).....	
Police Doorman	
Process Server ..	
Record Clerk, Stenographer and Typewriter.....	
Recreation Pier Attendant (Woman).....	
Steam Engineman	
Stenographer and Typewriter (Woman).....	
Stenographer and Typewriter (Man).....	
Supervising Nurse	
Teacher	
Telephone Operator (Woman)	
Telephone Operator (Man)	
Topographical Draughtsman	
Transitman	
Typewriter (Woman)	
Violation Notice Server	
Total	8

TABLE No. 9.

MINING PROMOTION EXAMINATIONS HELD AND RATED DURING 1902, AND APPOINTMENTS
MADE FROM ELIGIBLE LISTS FORMED AS A RESULT OF SUCH EXAMINATIONS.

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Assistant, Seventh Grade.....	4	..	4	3	1	..	..
Assistant, Eighth Grade.....	4	..	3	1	2	1	1
Inspector, Seventh Grade.....	1	..	1	..	1	..	1
Bookbinder, Foreman	6	..	6	1	5	..	..
Bookkeeper, Fifth Grade.....	2	..	2	..	2	..	..
Fireman and Rodman.....	16	..	16	5	11	..	11
Inspector, Fourth Grade.....	4	..	4	3	1	..	1
Inspector, Second Grade.....	5	..	5	..	5	..	3
Inspector, Third Grade.....	17	..	17	3	14	..	13
Inspector, Fourth Grade.....	30	..	30	3	27	..	..
Inspector, Fifth Grade	3	..	3	..	3	..	3
Inspector, Seventh Grade.....	1	..	1	..	1	..	..
Inspector, Assistant	6	..	5	2	3	1	2
Inspector, Assistant Chief.....	8	..	6	2	4	2	1
Inspector, Chief	2	..	1	..	1	1	1
Inspector, Deputy	2	..	1	..	1	1	1
Inspector, Junior	22	..	20	5	15	2	9
Inspector, Sixth Grade Junior Law.....	1	..	1	..	1	..	..
Inspector, Second Grade Law.....	4	..	4	..	4	..	..
Inspector, Fourth Grade Law.....	5	..	5	2	3	..	..
Inspector, Tenth Grade Law.....	2	..	2	..	2	..	..
Inspector, Computer of Accounts, Third Grade..	1	..	1	..	1	..	..
Inspector, Rightsman, Eighth Grade.....	6	..	6	..	6	..	..
Inspector, Miner, Assistant	9	..	9	3	6	..	2
Inspector, Miner, Chief	1	..	1	..	1	..	1
Inspector, Fireman	9	..	9	8	1	..	1
Inspector, Fireman, Section	271	25	235	212	23	11	..
Inspector, Fireman	11	..	11	8	3	..	3
Inspector, Fireman, Third Grade	8	..	7	..	7	1	..
Inspector, Fireman, Seventh Grade.....	1	..	1	..	1	..	..
Inspector, Fireman, Dump	19	..	19	15	4	..	1
Inspector, Fireman, Light and Vent., Chief..	1	..	1	..	1	..	..
Inspector, Fireman, Light and Vent., Dep. Chief	3	..	3	2	1	..	..

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.
Inspector, Masonry and Carpentry,						
Sixth Grade	2	..	2	1	1	..
Inspector, Medical, Thirteenth Grade	2	..	2	1	1	..
Inspector, Chief Sanitary.....	2	..	2	..	2	..
Investigating Officer, Lodging House						
for Homeless Men, Fifth Grade.	1	..	1	..	1	..
Keeper, Second Grade.....	13	..	12	2	10	1
Leveler	5	..	5	1	4	..
Leveler, Fifth Grade	9	..	9	4	5	..
Librarian, Assistant, Second Grade...	6	..	6	1	5	..
Librarian, Deputy, Fifth Grade.....	1	..	1	..	1	..
Medical Officer	1	..	1	..	1	..
Messenger, Second Grade.....	4	..	4	..	4	..
Pilot	2	..	2	1	1	..
Pilot, Third Grade	1	..	1	..	1	..
Roundsman, Police Department.....	1,845	..	1,821	1,559	262	24 1
Sergeant, Police Department.....	269	9	252	171	81	8
Stenographer and Typewriter, Second						
Grade	9	..	9	..	9	..
Stenographer and Typewriter, Third						
Grade	18	..	18	4	14	..
Stenographer and Typewriter, Fourth						
Grade	8	..	8	1	7	..
Stenographer and Typewriter, Fifth						
Grade	1	..	1	..	1	..
Superintendent of Final Disposition,						
Assistant	11	..	10	7	3	1
Superintendent and Examiner, Deputy						
(City Record)	1	..	1	..	1	..
Superintendent of Training Schools						
for Nurses	1	..	1	..	1	..
Supervising Nurse, First Grade.....	4	..	4	..	4	..
Telephone Operator, Second Grade....	1	..	1	..	1	..
Watchman, Second Grade.....	1	..	1	..	1	..
Totals	2,703	34	2,615	2,031	584	54 1

TABLE No. 10.
SHOWING PROMOTION EXAMINATIONS HELD IN 1901, AND RATED DURING 1902, AND AP-
POINTMENTS MADE FROM ELIGIBLE LISTS FORMED AS A RESULT
OF SUCH EXAMINATIONS.

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Captain, Police Department.....	204	..	202	111	91	2	16
Clerk, Junior	2	..	2	..	2	..	1
Clerk, Third Grade.....	19	..	19	4	15	..	10
Clerk, Fourth Grade.....	1	..	1	1	..	..	..
Clerk, Sixth Grade.....	3	..	3	1	2	..	..
Engineer, Principal Assistant.....	6	..	6	1	5	..	..
Fire Marshal, Assistant.....	6	..	6	2	4	..	..
Inspector of Water Meters, Third Grade	2	..	2	2	..	..	..
Stenographer and Typewriter, Third Grade	12	..	12	..	12	..	..
Stenographer and Typewriter, Fourth Grade	2	..	2	..	2	..	..
Stenographer and Typewriter, Fifth Grade	2	..	2	..	2	..	..
Superintendent of Hospitals.....	1	..	1	..	1	..	1
Totals.....	260	..	258	122	136	2	28

TABLE No. 11.
PROMOTIONS MADE DURING 1902 FROM LISTS FORMED PRIOR TO 1902.

Position.	Number Promoted.
Assistant Engineer (Surveying).....	1
Assistant Foreman, Fire Department.....	22
Chief Inspector, Health Department.....	1
Chief of Battalion, Fire Department.....	3
Clerk, Third Grade	1

Position.	Number Promoted
Clerk, Fifth Grade.....	
Clerk, Junior	
Deputy Chief, Fire Department.....	
Deputy Superintendent of School Buildings.....	
Engineer of Steamer, Fire Department.....	
Foreman, Fire Department.....	
Foreman, Section	
Inspector of General Repairs.....	
Nurse, Supervising	
Nurse, Supervising, Second Grade	
Physician, Second Grade	
Physician, Resident	
Telegraph Operator, Fourth Grade	
Transitman	
Watchman	
Total	

TABLE No. 12.
SHOWING REINSTATEMENT EXAMINATIONS HELD AND RATED IN 1902.

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrawn.
Paymaster's Clerk	1	..	1	..	1	..

TABLE No. 13.
SHOWING APPEALS ACTED UPON.

Examinations.	Miscellaneous.		Patrolman.		Fireman.	
	Granted.	Denied.	Granted.	Denied.	Granted.	Denied.
Change of Date of Birth.....	2	..	45	22	3	1
Signed Name Instead of Number.....	22	1	..	..	3	..
Re-physical Examinations	18	5	257	107	..	..
Special Examinations	53	43	*319	8	2	2
Appeals Granted, Marks Revised by Examiners	12	7	..	..	2	1
Appeals Granted, Marks Revised by Committee	77	405	3	6	16	20
Appeals from action of Chief Ex- aminer in Rejecting Applications Under Rules 11, 13 and 41.....	10	21	3	6	..	1
Number of Persons Whose Names Appear on Eligible Lists.....	5	97	1	2	1	13
Miscellaneous Reasons	15	38	6	6	1	7
Protests	..	6	..	34	..	..
Communicating and Copying from Memoranda	2	10	..	..	..	..
Totals	216	633	634	191	26	45

* Mental, 16; Physical, 303.

	Granted.	Denied.
Miscellaneous	216	633
Patrolman	634	191
Fireman	26	45
Labor Bureau	22	9
Total	898	878 = 1,776

TABLE No. 14.

SHOWING APPOINTMENTS MADE DURING 1902 FROM THE PREFERRED LIST FORMED IN
PURSUANCE OF SECTION 1543 OF THE NEW YORK CHARTER.

Position.	Number Originally on List	Appointed.
Assistant Deputy Collector of Assessments and Arrears.....	1	1
Assistant Engineer	9	6
Assistant Fire Marshal (as General Inspector).....	1	1
Assistant Matron	1	1
Attendance Officer	6	..
Assistant Superintendent of Conduits and Reservoirs.....	1	..
Axeman	18	13
Bath Attendant	80	..
Building Inspector of Carpentry and Masonry.....	31	30
Building Inspector of Iron and Steel.....	2	2
Bookkeeper	5	3
Burial Permit Clerk	1	1
Cashier	3	..
Chainman and Rodman.....	3	2
Chief Engineman	1	..
Chief Engineer (Highways)	1	..
Clerk (\$900)	24	21
Clerk (\$1,200)	7	3
Clerk (\$1,500)	3	1
Clerk (\$1,800)	1	1
Clerk (\$2,000)	3	..
Clerk (\$2,250)	2	..
Clerk (\$2,500)	1	..
Clerk (\$2,750)	1	..
Clerk, Building Department	6	6
Clerk (Woman)	8	4
Collector, Markets	1	1
Deputy Auditor	3	3
Deputy Superintendent of School Supplies	1	..
Deputy Tax Commissioner	3	..
Diagnostician	2	1

Position.	Number Originally on List.	Appointed.
Disinfector	2	2
Engineman	5	3
Examining Oculist	1	..
Examiner of Dependent Children	1	..
Examiner of Charitable Institutions	1	..
Examiner of Claims	3	..
Fish Inspector	5	..
Food Inspector	1	1
Foreman of Repairs	1	1
Fruit Inspector	5	..
Gardener	10	..
General Inspector of Regulating, Grading and Paving (as Inspector)..	1	1
General Inspector of Sewers (as Inspector).....	1	1
Inspector of Conduits and Reservoirs	1	..
Inspector of Elevators	2	1
Inspector of Fire Alarm Boxes	1	1
Inspector of Incumbrances	6	..
Inspector of Masonry	7	3
Inspector of Plumbing	18	15
Inspector of Regulating, Grading and Paving	10	10
Inspector of School Supplies	2	..
Inspector of Shops	1	..
Inspector of Sewers	15	7
Inspector of Orderlies	1	..
Interest Examiner	1	1
Investigator of Complaints	1	..
Investigator, Department of Public Charities	1	1
Janitor	3	2
Junior Clerk (Man)	1	1
Keeper	2	2
Keeper of Bridges	1	1
Laboratory Assistant	1	1
Laboratory Attendant	3	1
Lay Sanitary Inspector	4	3

Position.	Number Originally on List.	
Leveler	5	4
Librarian	4	..
Library Attendant	4	..
Life Saver	5	..
Master	1	1
Mate	4	1
Meat Inspector	4	..
Medical Inspector	166	24
Messenger	17	12
Office Boy	3	3
Oil Collector	5	1
Orderly	3	2
Private Secretary	4	1
Purchasing Agent	1	..
Physician	3	..
Pilot	1	..
Recreation Pier Attendant	53	..
Searcher	1	1
Statistician	1	1
Stenographer and Typewriter (Man).....	4	3
Superintendent of Bridges.....	1	..
Superintendent of Construction.....	1	..
Superintendent of Dam Construction	3	3
Superintendent of Maintenance and Repairs.....	1	..
Superintendent of Repairs and Supplies (as Furniture Inspector)..	1	1
Topographical Draughtsman	5	4
Transitman	5	2
Violation Notice Server	2	2
Watchman	4	1
Weighmaster (as Fuel Inspector).....	1	1
Total	662	229

TABLE No. 15.

SHOWING PROVISIONAL APPOINTMENTS MADE DURING 1902 IN ACCORDANCE WITH RULE
7, PARAGRAPH 1.

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.	Appointed.
Advertising Agent and Examiner, City							
Record	1	..	1	..	1	..	1
Agent, Purchasing	1	..	1	..	1	..	1
Agent, Woman's Reception	1	..	1	..	1	..	1
Apothecary	2	..	2	..	2	..	2
Apothecary, Homeopathic	2	..	2	..	2	..	1
Arboriculturist.....	1	..	1	..	1	..	1
Chainman and Rodman.....	3	..	3	..	3	..	3
Chemist	2	..	2	..	2	..	2
Draughtsman, Architect	46	..	46	..	46	..	34
Druggist	1	..	1	..	1	..	..
Engineer, Assistant	1	..	1	..	1	..	1
Engineer, Supervising	1	..	1	..	1	..	1
Engineman, Dynamo, Stationary.....	1	..	1	..	1	..	1
Engineman, Marine	4	..	4	..	4	..	3
Inspector, General, of Streets and							
Roads	1	..	1	..	1	..	1
Inspector, Plumbing	1	..	1	..	1	..	1
Inspector, Regulating, Grading and							
Paving	47	..	47	3	44	..	44
Inspector, Lumber	2	..	2	..	2	..	2
Inspector, Masonry and Carpentry....	1	..	1	..	1	..	1
Master	2	..	2	..	2	..	2
Mate	2	..	2	..	2	..	2
Photographer	1	..	1	..	1	..	1
Physician, Resident	1	..	1	..	1	..	1
Registrar of Records.....	1	..	1	..	1	..	1
Roundsman, D. and F.....	1	..	1	..	1	..	..
Steward	1	..	1	..	1	..	1
Superintendent, Deputy, of Asylums							
and Schools	1	..	1	..	1	..	1

Examinations.	Notified.	Absent.	Examined.	Failed.	Passed.	Withdrew.
Superintendent of Final Disposition..	1	..	1	..	1	..
Superintendent of Incumbrances	2	..	2	..	2	..
Superintendent of Laundry.....	1	..	1	..	1	..
Superintendent of Street Openings..	1	..	1	1	..	..
Supervisor of Complaints.....	3	..	3	..	3	..
Teacher, Reformatory School	2	..	1	..	1	1
Telephone Operator	1	..	1	..	1	..
Watchman	2	..	2	..	2	..
Totals.....	141	..	140	4	136	1 12

TABLE No. 16.
SHOWING APPOINTMENTS MADE UNDER RULE 7, PARAGRAPHS 2 TO 8 INCLUSIVE.
Rule 7, Paragraph 2.

Department and Position.	Number Appointe
Parks, Physical Examiner.....	
Art Commission, Stenographer and Typewriter.....	

Rule 7, Paragraph 3.
Rule 7, Paragraph 4.

Fire, Superintendent of Fire Alarm Telegraph System.....
Street Cleaning, Medical Examiner.....
Charities, Expert in Agricultural, Horticulture and Dairy Work.....

APPOINTMENTS MADE IN 1902 FROM ELIGIBLE LISTS FORMED IN 1902, IN THE COMPETITIVE CLASS, AND WITHOUT EXAMINATION IN ACCORDANCE WITH THE PROVISIONS OF RULE 7, PARAGRAPHS 5 AND 6.

Department and Position.	Number Appointed.
Trained Nurse (Woman).....	21
Trained Nurse (Man).....	..
Brooklyn Public Library, Junior Assistant Librarian.....	9
Queens Borough Library, Junior Assistant Librarian.....	4
Total	34

APPOINTMENTS MADE IN 1902 FROM ELIGIBLE LISTS FORMED PRIOR TO 1902, IN THE COMPETITIVE CLASS, AND WITHOUT EXAMINATION, IN ACCORDANCE WITH THE PROVISIONS OF RULE 7, PARAGRAPHS 5 AND 6.

Department and Position.	Number Appointed.
Trained Nurse (Man).....	3
Queens Borough Library, Junior Assistant.....	1
Brooklyn Public Library, Junior Assistant.....	10
Total	14

Rule 7, Paragraph 8 (Rule 6, Schedule A, Part 2).

Rapid Transit Commission, *Cement Tester.....	2
Rapid Transit Commission, Inspector of Steel.....	3

*One resigned July 22, 1902, and was subsequently reappointed on August 8, 1902.

TABLE No. 17.

SHOWING PROMOTIONS MADE AS THE RESULT OF NON-COMPETITIVE EXAMINATIONS IN
IN ACCORDANCE WITH RULE 38, PARAGRAPH 7.

Department and Position.	Passed.
Bellevue and Allied Hospitals, Resident Physician, Sixteenth Grade.	1
Bellevue and Allied Hospitals, Resident Physician, Sixth Grade....	1
Brooklyn Disciplinary Training School, Clerk, Second Grade.....	1
Bureau of Building (Manhattan), Clerk, Second Grade.....	2
Bureau of Building (Manhattan), Clerk, Fourth Grade.....	4
Bureau of Building (Manhattan), Clerk, Eighth Grade.....	5
Bureau of Building (Manhattan), Engineer, Assistant.....	4
Bureau of Building (Manhattan), Messenger, Third Grade.....	11
Bureau of Building (Manhattan), Stenographer, Second Grade....	1
Charities, Apothecary, Second Grade.....	1
Charities, Superintendent Training School, Sixth Grade.....	1
Docks and Ferries, Superintendent of Docks.....	1
Education, Electrical Inspector, Fifth Grade.....	1
Health, Junior Clerk, Second Grade.....	2
Commissioner of Jurors, Clerk, Third Grade.....	12
Law Department, Junior Clerk, Fourth Grade.....	1
Law Department, Junior Clerk, First Grade.....	1
Parks, Manhattan, Junior Clerk, Second Grade.....	1
Parks, Brooklyn, Junior Clerk.....	1
Parks, Brooklyn, Superintendent of Supplies and Repairs.....	1
President, Borough of Manhattan, Architectural Draughtsman, Fourth Grade	1
President, Borough of Manhattan, Principal Assistant Engineer, Sixteenth Grade	1
President, Borough of Richmond, Assistant Engineer, Eighth Grade	2
President, Borough of Richmond, Transitman	2
Rapid Transit Commission, Inspector of Steel, Seventh Grade.....	1
Rapid Transit Commission, Steel Chemist, Seventh Grade.....	1
Taxes and Assessments, Clerk, Third Grade.....	1
Water Supply, Gas and Electricity, Junior Clerk.....	1
Total	63

Flavius Parker, M. D.....	Manhattan State Hospita First Assistant Physic
Menas S. Gregory, M. D.....	Long Island State Hosp Assistant Physician...
Frank Eckstein	Charities, Manhattan, Contract Clerk
George A. White	Charities, Manhattan, Clerk
Thomas F. Whalen.....	Charities, Manhattan, Clerk
John P. Regan	Charities, Manhattan, Assistant Apothecary
DeWitt C. McClymont	Long Island State Hosp Assistant Physician ..
Dr. William Mabon	St. Lawrence State Hos Superintendent
Charles H. Babcock.....	President, Borough of E Inspector of Sewers..
Harry S. Brunner.....	Parks, Bronx, Axeman
Frank H. Norwood.....	Street Cleaning, Marine Engineer
Coutenai Gleason	Bellevue and Allied Hos Matron
William Sargeant	Bellevue and Allied Hos Engineer
A. B. Cannon.....	Bellevue and Allied Hos Apothecary
Sidney D. Wilgus.....	St. Lawrence State Hos Assistant Physician ..
Miss M. C. Osborne.....	Tenement House, Typewriting Copyist .
Theresa Keareny	Charities, Nurse
T. C. Turnbull.....	Bellevue and Allied Hos Apothecary
Thomas D. Fitzpatrick.....	Finance, Clerk
Charles Tinkham	Coroners. Bronx.

8.

NSFERS.

Transferred To.	
Department.	Position.
of Assessors	Stenographer and Typewriter.
, Bronx	Transitman.
e and Allied Hospitals.....	Resident Physician.
e and Allied Hospitals.....	Assistant Resident Physician.
e and Allied Hospitals.....	Contract Clerk.
e and Allied Hospitals.....	Clerk.
e and Allied Hospitals.....	Clerk.
e and Allied Hospitals.....	Apothecary.
e and Allied Hospitals.....	Second Assistant Resident Physician.
e and Allied Hospitals.....	Superintendent.
ict Commission	Inspector of Masonry.
ict Commission	Axeman.
es	Marine Engineer.
es	Matron.
es	Engineer.
es	Apothecary.
es	Resident Physician.
es	Typewriting Copyist.
tion	Nurse.
tion	Apothecary.
ecord	Bookkeeper.
court	Stenographer.
of General Sessions.....	Attendant.
of General Sessions.....	Attendant.
of Special Sessions.....	Stenographer.

Transferred From.	
Name.	Department and Position.
John Hasselberger	Court of Special Sessions, Process Server
George Le Mon.....	Magistrates' Court, First District, Interpreter
Elmer L. Clark.....	Charities, Examiner, Dependent Children.
Helen J. Higgins.....	Health, Stenographer and Typewriter...
Hattie L. McCarthy.....	Education, Stenographer
Hattie L. McCartie.....	Education, Stenographer
George W. Weier.....	Water Supply, Gas and Electrici Clerk
Joseph Roach	Docks and Ferries, Pier Attendant
John O. Van Brakle.....	Docks and Ferries, Leveller
Edward S. Malone	Education, Private Secretary
Louis C. Connally.....	Education, Auditor
Valentine M. Collins.....	Education, Supervisor of Truancy
H. M. Devoe.....	Education, Assistant Chief Inspector of Re
John H. Mooney.....	Board of Public Improvements, Secretary
James C. Derring.....	Board of Public Improvements, Clerk of Street Opening.....
Miss Renia V. Gans.....	Education, Stenographer
Arthur S. Tuttle.....	Water Supply, Gas and Electricit Assistant Engineer
*Elwood T. Baker.....	Treasurer's Office, Kings County, Bookkeeper
*Charles W. Dickerson.....	Treasurer's Office, Kings County, Assistant Bookkeeper
*William J. Carroll.....	Treasurer's Office, Kings County, Jury Clerk
*Leonard J. Neason.....	Treasurer's Office, Kings County, Chief Clerk
(* Made pursuant to section 1587, New York Charter.)	
Edward M. G. Thompson.....	President, Borough of Brooklyn, Inspector of Construction of Bui
John J. Farron.....	Education, Clerk
Alex. J. Cameron.....	City Record, Bookbinder
John A. Thuge.....	City Record, Bookbinder
Frank J. Gilon	City Record, Bookbinder
James H. Ross.....	City Record, Bookbinder

Transferred To.	
Department.	Position.
of Special Sessions.....	Clerk.
of Special Sessions.....	Clerk's Assistant.
of Special Sessions.....	Attendant.
Service Commission.....	Stenographer and Typewriter.
ge City of New York.....	Stenographer and Typewriter.
al College	Stenographer and Typewriter.
and Ferries.....	Clerk.
and Ferries.....	Roundsman.
and Ferries.....	Transitman.
tion	Clerk.
tion	Accountant.
tion	Attendance Officer.
tion	Assistant to Supt. of School Buildings.
of Estimate and Apportionment..	Assistant Secretary.
of Estimate and Apportionment..	Clerk of Street Opening.
of Estimate and Apportionment..	Stenographer.
of Estimate and Apportionment..	Assistant Engineer.
ce	Bookkeeper.
ce	Assistant Bookkeeper.
ce	Jury Clerk.
ce	Chief Clerk.
ce	Inspector of Construction of Buildings.
ce	Clerk.
ce	Bookbinder.
ce	Bookbinder.
ce	Bookbinder.
ce	Bookbinder.

Transferred From.	
Name.	Department and Position.
Joseph Fehr	City Record, Bookbinder
Robert McManus	City Record, Bookbinder.....
J. J. Strube.....	City Record, Bookbinder
John D. Bishop.....	City Record, Bookbinder
Robert J. Luckey.....	City Record, Bookbinder
William A. Stoutenburg.....	Education, Weighmaster
John T. O'Hara.....	Finance, Chief Clerk
James P. Reehil.....	Pres., Bor. of Brooklyn, Bur. Buildings, Inspector of Buildings
Andrew F. Tallmadge.....	Health, Chief of Div. of Marine Inspection..
Thomas F. Joyce.....	Health, Medical School Inspector.....
William H. Dobbs.....	Health, Chief Inspector of the Div. of Gen- eral and Special San. Inspection....
Edr. J. Aspell	Health, Chief Inspector of Med. School Insp..
Thomas DeL. Burkhalter.....	Bellevue and Allied Hospitals, Resident Physician
Thomas F. Joyce	Health, Assistant Resident Physician.....
John J. Doyle.....	Health, Telephone Operator
Sebastian Lant	City Record, Bookbinder
John E. Smithers.....	Health, Junior Clerk
Miss C. E. Whicher.....	Health, Laboratory Attendant.....
Charles S. Aronstan.....	Street Cleaning, Junior Clerk
George B. Pettit.....	Civil Service Commission, Clerk
Vincent A. Ryan	Commissioner of Jurors, Process Server
Frederick W. Pfaff.....	Civil Service Commission, Clerk
Christian J. Bode.....	City Magistrates' Court, Brooklyn, Assistant Clerk
Thomas P. White	President, Borough of Manhattan, Clerk
Charles C. Halpine.....	Bureau of Public Administration, Law Clerk
Katharine J. Cusack.....	Parks, Stenographer and Typewriter.....
John P. Taafe.....	Parks, Bronx, Assistant Engineer

Transferred To.	
Department.	Position.
Finance	Bookbinder.
Finance	Bookbinder.
Finance	Bookbinder.
Finance	Bookbinder.
Finance	Bookbinder.
Fire	Weighmaster.
Fire	Chief Clerk.
Fire	Inspector of Buildings.
Health	Medical Inspector.
Health	Assistant Resident Physician.
Health	Sanitary Inspector.
Health	Assistant Chief Inspector.
Health	Assistant Resident Physician.
Health	Vaccinator.
Health	Clerk.
Health	Bookbinder.
Health	Clerk.
Health	Clerk.
Law	Junior Clerk.
Law	Clerk.
Law	Process Server.
Law	Clerk.
Law	Clerk.
Law	Clerk.
Law	Law Clerk.
Law	Stenographer and Typewriter.
Parks	Transitman.

Transferred From.	
Name.	Department and Position.
Rose Kelly	Parks, Manhattan, Cottage Attendant
F. C. Lieble.....	Parks, Manhattan, Foreman Gardener
Charles Donohue	President, Borough of Bronx, Transitman
Lizzie Nolan	Docks and Ferries, Pier Attendant
Nellie V. Riordan.....	Parks, Manhattan, Cottage Attendant
Sebastian Maulbeck	President, Borough of Richmond, Topographical Draughtsman
Rachel V. Behman	Parks, Brooklyn, Cottage Attendant
Harriet C. Lawlor	Board of Estimate and Apportionment, Telephone Operator
Max Blum	Board of Public Improvements, Topographical Draughtsman
Fred. H. Dewey.....	President, Borough of Queens, Inspector of Buildings
Clarence Hatton	Board of Estimate and Apportionment, Map Clerk
Mary C. Conaghan	Board of Estimate and Apportionment, Typewriter
John T. McQuade.....	President, Borough of Manhattan, Ba- reau of Public Buildings and Offices, Junior Clerk
Herman Schoenfield	Tenement House, Typewriting Copyist
Thomas F. Walsh	Tenement House, Clerk
David Simmons	President, Borough of Bronx, Insp. Reg. Grading and Paving.....
Claiborne F. Gardner	Rapid Transit Commission, Inspector of Steel
John A. Broderick	President, Borough of Manhattan, Private Secretary
Thomas J. Fallon.....	Rapid Transit Commission, Inspector of Masonry
John G. Horgan	Rapid Transit Commission, Chairman and Rodman
Thomas McEntegart	Law, Junior Assistant Corporation Counsel
Edward F. Lyng.....	Bridges, Bronx, Chief Clerk
Charles Simpson	President, Bor. of Bronx, Bur. Sewers, Messenger
Joseph F. Smith.....	President, Bor. of Bronx, Bur. Sewers, Messenger
William H. Meyer	President, Bor. of Brooklyn,, Bur. Bldgs. Clerk
John H. Hanan.....	Pres. Bor. of Manhattan, Bur. Bldgs., Clerk
P. J. McKinley.....	Pres. Bor. of Manhattan, Bur. Bldgs., Clerk

Transferred To.	
Department.	Position.
Parks, Brooklyn and Queens.....	Cottage Attendant.
Parks, Bronx	Foreman Gardener.
Parks, Bronx	Transitman.
Parks, Manhattan	Cottage Attendant.
Parks, Brooklyn	Cottage Attendant.
Parks	Topographical Draughtsman.
Police Department	Matron.
President, Borough of Manhattan.....	Telephone Operator.
President, Borough of Manhattan.....	Topographical Draughtsman.
President, Borough of Manhattan.....	Inspector of Buildings.
President, Borough of Manhattan.....	Map Clerk.
President, Borough of Manhattan.....	Typewriter.
Pres. Bor. of Manhattan, Bur. Bldgs...	Junior Clerk.
President, Borough of Manhattan.....	Typewriting Copyist.
President, Borough of Manhattan.....	Clerk.
President, Borough of Manhattan.....	Inspector, Reg., Grading and Paving.
Pres. Bor. of Manhattan, Bur. Bldgs...	Inspector of Steel.
President, Borough of Manhattan.....	Clerk.
President, Borough of Manhattan.....	Inspector of Masonry.
President, Borough of Manhattan.....	Rodman.
President, Borough of Manhattan.....	Superintendent of Incumbrances.
President, Borough of Bronx.....	Clerk.
President, Bor. of Bronx, Bur. Buildings	Messenger.
President, Bor. of Bronx, Bur. Buildings	Messenger.
President, Bor. of Bronx, Bur. Buildings	Clerk.
President, Bor. of Bronx, Bur. Buildings	Clerk.
President, Bor. of Bronx, Bur. Buildings	Clerk.

Transferred From.	
Name.	Department and Position.
F. P. Duffy	Pres. Bor. of Manhattan, Bur. Bldgs., Clerk
Charles Schaefer, Jr.....	Pres. Bor. of Manhattan, Bur. Bldgs., Clerk
C. F. Ulman	Pres. Bor. of Manhattan, Bur. Bldgs., Clerk
C. Marvin	Pres. Bor. of Manhattan, Bur. Bldgs., Clerk
Merritt Smith	Pres. Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings
J. J. Montgomery.....	Pres. Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings
F. T. McDonough.....	Pres. Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings
D. J. O'Toole.....	Pres. Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings
Thomas Heatley, Jr.....	Pres. Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings
T. T. Peterson.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
G. A. R. McKenzie	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
A. Emery	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
Thomas Graham, Jr.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
C. H. McTerney.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
William A. Kenny.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
William H. Fischer.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
P. H. J. Krulder	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
George H. Lansing.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
J. P. Spears.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
J. M. Favies.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
William Fordyce	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
James McGovern	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
William H. Pearlbrook	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
J. J. Howley.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
Jos. F. Donohue.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
William King	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....
J. F. Hagemeister.....	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings.....

Transferred From.	
Name.	Department and Position.
John Crosson	Pres., Bor. of Manhattan, Bur. Bldgs., Elevator Inspector
William E. Golding	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings
George D. Scott	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings
P. H. Rooney	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Buildings
Mary Ross	Pres., Bor. of Manhattan, Bur. Bldgs., Cleaner
Frank Moore	Pres., Bor. of Manhattan, Bur. Bldgs., Plumbing Inspector
Edward Lyon	Pres., Bor. of Manhattan, Bur. Bldgs., Machinist to Supervise Elevators.....
Henry J. Steele	Pres., Bor. of Manhattan, Bur. Bldgs., Inspector of Plumbing.....
John A. Pachler	Bridges, Bronx, Stenographer and Typewriter.....
William Cullen	Commissioner of Jurors, Messenger
Helen A. Dawson.....	Board of Public Improvements, Stenographer and Typewriter.....
Adolph Heyer	Board of Public Improvements, Clerk
Edward L. Spencer.....	Park, Bronx, Axeman
Charles H. Graham.....	President, Borough Bronx, Bur. Sewers, General Superintendent
Henry Seabold.....	Parks, Bronx, Clerk
Andrew Manley.....	Finance, Clerk
William McLaughlin.....	President, Borough of Bronx, Messenger
Richard Hutchinson.....	President, Borough of Brooklyn, Inspector Reg., Grading and Paving..
Robert E. Hinvest.....	President, Borough of Manhattan, Bath Attendant
Mary L. O'Connor.....	President, Borough of Manhattan, Bath Attendant
Julia L. Reilly.....	President, Borough of Manhattan, Bath Attendant
Peter A. Farrell.....	Rapid Transit Commission, Axeman
Egbert Lawrence.....	Rapid Transit Commission, Rodman
Peter J. Tracey.....	President, Borough of Brooklyn, Rodman
John J. Welsh.....	Rapid Transit Commission, Rodman
Robert Ross.....	Rapid Transit Commission, Rodman
H. J. Knoepfel.....	Parks, Bronx, Transitman

Transferred To.	
Department.	Position.
President, Bor. of Bronx, Bur. Buildings	Elevator Inspector.
President, Bor. of Bronx, Bur. Buildings	Inspector of Buildings.
President, Bor. of Bronx, Bur. Buildings	Inspector of Buildings.
President, Bor. of Bronx, Bur. Buildings	Inspector of Buildings.
President, Bor. of Bronx, Bur. Buildings	Cleaner.
President, Bor. of Bronx, Bur. Buildings	Plumbing Inspector.
President, Bor. of Bronx, Bur. Buildings	Machinist to Supervise Elevators.
President, Bor. of Bronx, Bur. Buildings	Inspector of Plumbing.
President, Bor. of Bronx, Bur. Buildings	Stenographer and Typewriter.
President, Bor. of Bronx, Bur. Buildings	Messenger.
President, Bor. of Bronx, Bur. Buildings	Stenographer and Typewriter.
President, Bor. of Bronx, Bur. Buildings	Clerk.
President, Bor. Bronx, Bur. Highways..	Axeman.
President, Bor. Bronx, Bur. Sewers.....	Engineer in Charge.
President, Bor. Bronx, Bur. Buildings...	Clerk.
President, Bor. Bronx, Bur. Buildings...	Clerk.
President, Bor. Bronx, Bur. Buildings...	Messenger.
President, Bor. Bronx, Bur. Highways..	Inspector Reg., Grading and Paving.
President, Bor. Bronx, Bur. Highways..	Bath Attendant.
President, Borough of Bronx.....	Bath Attendant.
President, Borough of Bronx.....	Bath Attendant.
President, Borough of Bronx.....	Axeman.
President, Borough of Bronx.....	Rodman.
President, Borough of Bronx.....	Rodman.
President, Borough of Bronx.....	Rodman.
President, Borough of Bronx.....	Rodman.
President, Borough of Bronx.....	Transitman.

Transferred From.	
Name.	Department and Position.
Joseph S. Hangley.....	Charities, Brooklyn, Telephone Operator
Robert Tighe.....	Rapid Transit Commission, Rodman
Emil Handel.....	President, Borough of Bronx, Axeman
Al. J. Ostrander.....	President, Borough of Bronx, Leveler.....
E. Alma Courtois.....	Finance, Stenographer and Typewriter.....
Leo Clark.....	Rapid Transit Commission, Rodman
Andrew McCarthy.....	Rapid Transit Commission, Inspector of Masonry.....
Hugh P. Tiernan.....	President, Borough of Bronx, Rodman
Robert W. May.....	Finance, Assistant Accountant
William J. Cantwell.....	Water Supply, Gas and Electricity, Junior Clerk
Celia Jaffa.....	President, Borough of Brooklyn, Typewriter
Charles Ward.....	President, Borough of Bronx, Assistant Engineer
Ed. Ranson.....	President, Borough of Bronx, Topographical Draughtsman
William Bacon.....	President, Borough of Bronx, Chainman
George V. Birrell.....	President, Borough of Bronx, Axeman
Charles H. Murphy.....	President, Borough of Bronx, Axeman
Clarence S. Pollock.....	Rapid Transit Commission, Principal Assistant Engineer.....
Philip Gier.....	President, Borough of Bronx, Assistant Engineer
Richard Connell	Education, Clerk
William Broadhurst	President, Borough of Manhattan, Chemist.....
Thomas F. Connor.....	President, Borough of Manhattan, Laborer
John B. Stein.....	Law Department, Computer and Draughtsman.....
Agnes V. Reilly.....	President, Bor. Manhattan, Bur. Bldg., Clerk
Richard J. McConnell.....	Rapid Transit Commission, Inspector of Masonry.....
Henry G. Smith.....	President, Borough of Bronx, Plumbing Inspector
Robert A. Gray.....	Board of Education, Office Boy
Foster F. Morrison.....	President, Borough of Manhattan, Bath Attendant

Department.	Transferred To.	Position.
President, Borough of Bronx.....	Telephone Operator.	
President, Borough of Bronx.....	Rodman.	
President, Borough of Bronx.....	Inspector of Cement.	
President, Borough of Bronx.....	Transitman.	
President, Borough of Bronx.....	Stenographer and Typewriter.	
President, Borough of Bronx.....	Rodman.	
President, Borough of Bronx.....	Inspector of Masonry.	
President, Borough of Bronx.....	Leveler.	
President, Borough of Brooklyn.....	Clerk.	
President, Bor. Brooklyn, Bur. Sewers..	Junior Clerk.	
President, Bor. Brooklyn, Public Works..	Typewriter.	
President, Borough of Brooklyn.....	Assistant Engineer.	
President, Borough of Brooklyn.....	Topographical Draughtsman.	
President, Borough of Brooklyn.....	Chainman.	
President, Borough of Brooklyn.....	Axeman.	
President, Borough of Brooklyn.....	Axeman.	
President, Borough of Brooklyn.....	Principal Assistant Engineer.	
President, Borough of Brooklyn.....	Assistant Engineer.	
President, Borough of Brooklyn.....	Clerk.	
President, Borough of Brooklyn.....	Chemist.	
President, Borough of Brooklyn.....	Laborer.	
President, Borough of Brooklyn.....	Computer and Draughtsman.	
Pres., Bor. Bklyn, Bur. Bldgs and Of..	Clerk.	
President, Borough of Brooklyn.....	Inspector of Masonry.	
President, Borough of Brooklyn.....	Plumbing Inspector.	
President, Borough of Brooklyn.....	Office Boy.	
President, Borough of Brooklyn.....	Bath Attendant	

Transferred From.	
Name.	Department and Position.
Charles M. Lennon.....	Parks, Inspector of Masonry
Michael Cavanagh.....	Correction, Engineman
M. H. Callan.....	President, Borough of Brooklyn, Laborer
Richard Maloney	President, Borough of Brooklyn, Laborer
W. F. McCormack.....	President, Borough of Brooklyn, Laborer
Joseph Strachan	Water Supply, Gas and Electricity, Assistant Engineer
John W. Gibbons.....	President, Borough of Brooklyn, Mason
John McElroy	Bridges, Queens, Chief Clerk
Thomas Finnane	President, Borough of Brooklyn, Rodman
William W. Kielsel.....	President, Bor. Bklyn, Bldgs. and Offices, Typewriter
Henry Hillebrandt	President, Borough of Queens, Sewers, Chief Clerk
Hugh Mulholland	Parks, Engineman
George Holland	President, Bor. of Queens, Highways, Inspector
William Rigney	Education, Janitor
William McDonald	Docks and Ferries, Transitman
Patrick J. Maloy.....	Brooklyn Public Library, Janitor
I. F. Putney.....	Rapid Transit Commission, Rodman
Miss M. A. Bowen.....	Brooklyn Public Library, Junior Assistant Librarian.....
James Kearney	Parks, Bronx, Assistant Engineer
Thomas Dorsey	President, Borough of Manhattan, Inspector Sewer Construction.....
Jacob Schmitt	Rapid Transit Commission, Rodman
Cornelius J. Gaffney.....	Rapid Transit Commission, Rodman
James Mulligan	President, Borough of Manhattan, Inspector of Sewers.....
William F. Steinmetz.....	Rapid Transit Commission, Rodman
A. I. Raisman.....	Rapid Transit Commission, Assistant Engineer
David E. Baxter.....	Rapid Transit Commission, Mechanical Draughtsman
J. A. Gorman.....	Rapid Transit Commission, Assistant Architectural Draughtsman..

Transferred To.	
Department.	Position.
President, Borough of Brooklyn.....	Inspector of Masonry.
President, Borough of Brooklyn.....	Engineman.
President, Borough of Brooklyn.....	Axeman.
President, Borough of Brooklyn.....	Axeman.
President, Borough of Brooklyn.....	Axeman.
President, Borough of Brooklyn.....	Assistant Engineer.
President, Borough of Brooklyn.....	Inspector of Masonry.
President, Borough of Queens.....	Chief Clerk.
President, Borough of Queens.....	Rodman.
President, Bor. of Queens, Buildings....	Typewriter.
President, Bor. of Queens, Buildings....	Clerk.
President, Borough of Queens.....	Engineman.
President, Borough of Queens, Sewers..	Inspector.
President, Borough of Queens.....	Janitor.
President, Borough of Richmond.....	Transitman.
President, Borough of Richmond.....	Janitor.
President, Borough of Richmond.....	Rodman.
Queens Borough Library.....	Assistant Librarian.
Rapid Transit	Assistant Engineer.
Rapid Transit	Inspector Sewer Construction.
Rapid Transit Commission.....	Topographical Draughtsman.
Rapid Transit Commission.....	Assistant Engineer.
Rapid Transit Commission.....	Inspector of Masonry.
Rapid Transit Commission.....	Topographical Draughtsman.
Rapid Transit Commission.....	Bridge Draughtsman.
Rapid Transit Commission.....	Structural Steel Draughtsman.
Rapid Transit Commission.....	Architectural Draughtsman.

Transferred From.		
Name.		Department and Position.
M. J. Allen.....	Rapid Transit Commission,	Assistant Architectural Draughtsman
Louis Sonn	Rapid Transit Commission,	Rodman
Joseph L. Hunt.....	Rapid Transit Commission,	Rodman
James M. Brooks.....	Charities,	Clerk
Ed. J. White.....	Street Cleaning,	Mate
Joseph A. Courtney.....	Street Cleaning,	Office Boy
Vincent Kearney.....	Street Cleaning,	Section Foreman.....
Washington Parker	President, Borough of Manhattan,	Clerk
John C. Reagan.....	President, Borough of Manhattan,	Clerk
Robert F. Neuman.....	President, Borough of Manhattan,	Clerk
Henry H. Ehrlich.....	President, Borough of Manhattan,	Messenger
James McKeon	President, Borough of Manhattan,	Messenger
Herman Schoenfield	President, Borough of Manhattan,	Stenographer.....
Thomas M. Hallan.....	President, Borough of Manhattan,	Clerk.....
Benjamin Porter	President, Borough of Manhattan,	Clerk
William C. Anderson.....	President, Borough of Brooklyn,	Inspector
P. J. Carroll.....	President, Borough of Manhattan,	Plumbing Inspector.....
John A. Lee.....	President, Borough of Manhattan,	Plumbing Inspector.....
Joseph A. Cassidy.....	President, Borough of Manhattan,	Plumbing Inspector.....
Elmer E. Roy.....	President, Borough of Manhattan,	Confidential Examiner
Joseph Sweeney	Board of Education,	Inspector of Masonry.....
Elmer E. McEvoy.....	President, Borough of Brooklyn,	Stenographer
Ralph Folks	Tenement House,	Clerk
William C. Anderson.....	Tenement House,	Plan Examiner
Peter Colligan	Water Supply, Gas and Electricity,	Messenger
Oswald Jackson	President, Borough of Manhattan,	Topographical Draughtsman.....
William A. Wellwood.....	President, Borough of Brooklyn,	Inspector of Supplies.....

Transferred To.	
Department.	Position.
Transit Commission.....	Architectural Draughtsman.
Transit Commission.....	Topographical Draughtsman.
Transit Commission.....	Topographical Draughtsman.
Cleaning.....	Clerk.
Cleaning.....	Master.
Cleaning.....	Junior Clerk.
Cleaning.....	Dump Inspector.
nent House.....	Clerk.
nent House.....	Clerk.
nent House.....	Clerk.
nent House.....	Messenger.
nent House.....	Messenger.
nent House.....	Stenographer.
nent House.....	Clerk.
nent House.....	Clerk.
nent House.....	Chief Inspector.
nent House.....	Plumbing Inspector.
nent House.....	Plumbing Inspector.
nent House.....	Plumbing Inspector.
nent House.....	Examiner.
nent House.....	Inspector of Masonry.
nent House.....	Stenographer.
nent House.....	Sanitary Inspector.
nent House.....	Inspector of Tenements.
r Supply, Gas and Electricity.....	Inspector Meters and Water Cons.
r Supply, Gas and Electricity.....	Topographical Draughtsman.
r Supply, Gas and Electricity.....	Inspector of Supplies.

Gustaf Gustafson President, Borough of Brook
Engineman
Herbert S. Wynkoop..... Water Supply, Gas and Elec
Inspector of Gas and Elec
Frank E. Brown..... Water Supply, Gas and Elec
Chief Inspector of Elec.

Transferred To.	
Department.	Position.
Water Supply, Gas and Electricity.....	Inspector of Masonry.
Water Supply, Gas and Electricity.....	Rodman.
Water Supply, Gas and Electricity.....	Stenographer and Typewriter.
Water Supply, Gas and Electricity.....	Financial Clerk.
Water Supply, Gas and Electricity.....	Engineman.
Water Supply, Gas and Electricity.....	Electrical Engineer.
Water Supply, Gas and Electricity.....	Electrical Engineer.

TABLE No. 19.
SHOWING NUMBER OF REMOVALS IN EXEMPT AND COMPETITIVE CLASS.

Exempt Class.	Comp Class.
94	96

Subdivided as follows—

During Probation	
At End of Probationary Period.....	
For Cause	
Without Prejudice	
Total	

TABLE No. 20.
SHOWING POSITIONS EXEMPT IN THE VARIOUS DEPARTMENTS.

Commissioners of Accounts.....
Armory Board
Board of Assessors.....
Aqueduct Commission
Department of Bridges (and East River Bridge).....
Brooklyn Public Library
Bellevue and Allied Hospitals.....
Brooklyn Disciplinary Training School.....
Department of Public Charities.....
Department of Correction
City Record
City Court
Magistrates' Court
Court of General Sessions.....
Municipal Court
Court of Special Sessions.....
Municipal Civil Service Commission.....
Coroners
College of The City of New York.....
Normal College
Department of Docks and Ferries.....
Board of Examiners
Board of Education.....

Board of Estimate and Apportionment.....	3
Board of Elections.....	38
Fire Department	8
Department of Finance.....	142
Health Department	10
Law Department	69
Mayor's Office	10
Department of Parks.....	17
Police Department	13
Borough Presidents	16
Bureau of Public Works.....	40
Bureau of Buildings.....	25
Queens Borough Library.....	1
Rapid Transit Commission.....	15
Sinking Fund Commission.....	1
Street Cleaning Department.....	2
Department of Taxes and Assessments.....	16
Tenement House Commission.....	10
Department of Water Supply, Gas and Electricity.....	20
Total	<u>701</u>

TABLE No. 21.

SHOWING THE NUMBER OF PERSONS INCLUDED IN THE EXEMPT CLASS, THE COMPETITIVE CLASS, THE LABOR CLASS AND THE NON-COMPETITIVE CLASS.

Departments.	Appointed by Mayor or Elected.	Schedule "A."	Competitive Class.	Non-Competitive Class.	Labor Class.	Total.
Accounts	2	39	35	..	2	78
Armory Board.....	1	1	4	..	..	6
Assessors	3	1	11	..	..	15
Aqueduct	4	7	67	..	26	104
Bridges	1	4	179	..	404	588
Bellevue and Allied Hospitals.....	6	1	67	539	19	632
Brooklyn Public Library.....	23	2	122	..	3	150
Brooklyn Disciplinary Training School.....	13	4	17	..	10	44
Charities	1	14	302	1,253	56	1,626
Correction	1	14	260	54	58	387

Departments.	Appointed by Mayor or Elected.	Schedule "A."	Competitive Class.	Non-Competitive Class.	Labor Class.
City Record	..	1	11	..	1
City Court	7	5	32	..	..
City Magistrates	25	24	81	..	.. 1
Courts, General Sessions	5	14	52	..	..
Courts, Municipal District.....	23	43	101	..	.. 1
Courts, Special Sessions.....	10	4	28	..	..
Civil Service Commission.....	7	2	56	..	..
Coroners	11	14	27	..	..
Normal College	1	2	6	..	1
College City of New York.....	1	1	8	..	5
Docks and Ferries	1	5	189	..	998 1,1
Board of Examiners	7	1	2	..	..
Education	20	4	828	26	124 1,0
Estimate and Apportionment.....	..	3	11	..	.. 1
Board of Elections	4	37	..	..	.. 4
Finance	1	132	419	..	1 55
Fire	1	7	2,762	..	257 3,02
Health	1	10	639	226	69 94
Law	1	68	155	..	.. 22
Mayor's Office	1	9	29	..	.. 3
Parks	3	15	379	..	1,265 1,66
Police	1	10	7,767	..	81 7,89
President Borough of Manhattan.....	1	17	434	..	1,182 1,63
President Borough of The Bronx.....	1	12	389	..	761 1,16
President Borough of Brooklyn.....	1	15	358	..	595 96
President Borough of Queens.....	1	14	119	..	532 66
President Borough of Richmond.....	1	14	85	..	403 50
Queens Public Library.....	15	1	22	..	1 3
Rapid Transit Commission.....	6	13	305	..	.. 32
Sinking Fund Commission.....	..	..	..	..	..
Street Cleaning	1	2	230	..	4,588 4,82
Taxes and Assessments.....	5	11	153	..	.. 16
Tenement House	1	9	401	..	.. 41
Water Supply, Gas and Electricity.....	1	18	590	..	901 1,51
Grand Total	220	624	17,732	2,098	12,343 33,01

There are 701 positions included in the exempt class.

There are 624 persons holding positions under titles included in that class, and of this number fourteen (14) were appointed prior to the date (April, 1899) when the number of persons who could be appointed to positions included in the exempt class was limited to the number as specifically stated. These fourteen (14) are, therefore, in excess of the number now specified.

There are ninety-one vacancies now existing in positions included in the exempt class. These include particularly those positions which were exempted by statute, and were not filled for the reason that no appropriation was made by the Board of Estimate and Apportionment for the filling of the same.

TABLE No. 22.
SHOWING CIVIL LIST AND VERIFICATION OF PAYROLLS.

Department.	Number of Names.			Total.
	Monthly.	Weekly.	Semi-Monthly.	
Accounts	78			78
Aqueduct	67	37		104
Armory Board.....	6			6
Board of Assessors.....	15			15
Bellevue and Allied Hospitals.....	632			632
Bridges	188	400		588
Brooklyn Disciplinary Training School.....	44			44
Brooklyn Public Library.....	150			150
Charities	1,626			1,626
Correction	387			387
City Court	44			44
City Magistrates' Court.....	130			130
City Record	13			13
Civil Service Commission	65			65
College of The City of New York.....	15			15
Board of Coroners.....	52			52
Court of Special Sessions.....	42			42
Court of General Sessions.....	71			71
Courts, Municipal District.....	167			167

Department.	Number of Names.			Total.
	Monthly.	Weekly.	Semi Monthly.	
Docks and Ferries.....	159	1,034		1,193
Board of Examiners.....	10			10
Education	973	29		1,002
Board of Elections.....	41			41
Board of Estimate and Apportionment.....	14			14
Finance	553			553
Fire	3,027			3,027
Health	945			945
Law	224			224
Mayor's Office	39			39
Normal College	10			10
Park Department	32	1,393	237	1,662
Police	7,859			7,859
President Borough of Manhattan.....	330	1,304		1,634
President Borough of The Bronx.....	321	842		1,163
President Borough of Brooklyn.....	463	506		969
President Borough of Queens.....	147	519		666
President Borough of Richmond.....	104	399		503
Queens Borough Library.....	39			39
Rapid Transit Commission.....	224	100		324
Sinking Fund Commission.....				
Street Cleaning	235	4,586		4,821
Taxes and Assessmnets.....	169			169
Tenement House Commission.....	411			411
Water Supply, Gas and Electricity.....	754	756		1,510
Totals	20,875	11,905	237	33,017

Verification of Pay-rolls.

Number of Names Verified Monthly.....	20,877 x 12 =	250,524
Number of Names Verified Weekly.....	11,905 x 52 =	619,060
Number of Names Verified Semi-monthly.....	237 x 24 =	5,688
Total.....		<u>875,272</u>

To the number of names verified weekly should be added 5,000, which represents employees laid off during the winter months, owing to suspension of work. This would approximate 20,000 names verified weekly, which, added to the other names verified yearly, represents an annual total of..... 895,272

TABLE No. 23.

REPORT OF LABOR BUREAU FOR THE YEAR 1902.

Total Number of Applications Filed.....	72,707
Applications Filed During 1902.....	10,532
Notified for Doctor's Examination.....	10,175
Examined by the Doctor.....	6,120
Rejected by the Doctor.....	916
Passed by the Doctor.....	5,204
Failed to Appear for the Doctor's Examination.....	4,056
Withdrawn	132
Number of Applications on File December 31, 1902.....	<u>19,111</u>

TRADE EXAMINATIONS FOR THE YEAR 1902.

Notified for Trade Examinations.....	512
Number Examined	439
Number Passed	279
Number Failed	160
Failed to Appear for Examination.....	<u>73</u>

REPORT OF LABOR BUREAU.
Applications on File December 31, 1902.

Title.	Manhattan.	Bronx.	Brooklyn.	Richmond.	Queens
Batteryman					1
Batteryman's Assistant					
Blacksmith	6	13			
Boatman					
Boiler Maker					
Bricklayer	2		4		1
Bridge Mechanic	22				
Bridge Tender	122	21	18		7
Cabinet Maker			4		
Cable Splicer			1		
Carpenter (House)	150	100	24		3
Carpenter (Ship)	9	1			
Cement Worker	1				
Cleaner (Male)	208	168		3	4
Cleaner (Female)	517	332	17	2	15
Deckhand	18	8			
Dockbuilder	47	3			
Driver (Miss.)	680	840	98	4	23
Driver (Department Street Cleaning)....	25	1,600	20		
Dump Boardman	5	9			
Elevatorman	29				
Flagger	3				
Foreman	140	42	8	1	12
Foreman's Assistant	30	41	4		14
Gardener's Assistant	15	3	30		
Harness Maker	1				
Hose Repairer			4		
Hostler	97	325			
Laborer	5,000	3,500	200	41	30
Lineman			3	6	6
Machinist	4	2	1		2
Machinist's Apprentice	1				

Title.	Manhattan.	Bronx.	Brooklyn.	Richmond.	Queens.
Mason	4			1	1
Mechanic's Helper	27	6	1		11
Mower	9	1			
Oiler	9				
Painter	218	127	20		1
Pavet	27	6	1		1
Pipe Caulker	2	1	1		
Marine Sounder		1	1		
Pipe Fitter	4	1			
Plasterer	1	1	2		
Plumber	62	7	4		
Rammer	3	2			2
Rigger	3	4			1
Scowman	1	5			
Ship Caulker	1				
Stableman	3	72	3	2	3
Steward on Tug.....	3				
Stoker	31	130	1	2	22
Sweeper	1,500	1,800	130		3
Tinsmith and Roofer	7	2	2		1
Varnisher	3	1			
Wireman	1		1		
Total	9,051	9,175	603	62	164

Recapitulation.

Manhattan	9,051
Brooklyn	9,175
The Bronx	603
Richmond	62
Queens	164
Total Number of Applications on File December 31, 1902.....	19,055

Physical Examinations for the Year 1902.

Title.	Notified.	Passed.	Rejected.	Failed to Ap- pear.
Batteryman	24	16	..	8
Batteryman's Assistant	13	7	..	6
Blacksmith	80	52	6	22
Boatman	31	20	2	9
Boilermaker	3	2	..	1
Bricklayer	75	34	3	38
Bridge Mechanic	19	16	..	3
Bridge Tender	241	125	27	89
Cabin Boy	1	1	..	..
Cabinet Maker	1	..	..	1
Cable Splicer	11	6	1	4
Carpenter (House)	179	57	24	98
Carpenter (Ship)	18	11	1	6
Carpenter (Rustic)	20	17	..	3
Cement Worker	70	28	7	35
Cleaner (Male)	118	54	4	60
Cleaner (Female)	144	81	..	63
Deckhand	45	31	..	14
Diver	3	2	..	1
Dockbuilder	184	91	10	83
Driver (Miss.)	133	80	5	48
Driver Department Street Cleaning.....	1,217	884	48	285
Dump Boardman	50	32	..	18
Elevatorman	48	25	2	21
Flagger	95	49	11	35
Foreman	233	112	33	88
Foreman's Assistant	235	129	14	92
Gardener's Assistant	899	623	111	165
Harness Maker	41	31	..	10
Horseshoer.....	20	11	1	8
Hose Repairer	9	9	..	..
Hostler	168	75	4	89
Housesmith	13	7	2	4
Laborer	2,459	864	382	1,213

Title.	Notified.	Passed.	Rejected.	Failed to Ap- pear.
of Markets	9	3	..	6
l	63	52	..	11
st	72	50	2	20
st's Apprentice	12	8	1	3
.....	43	21	10	12
Sounder	8	3	2	3
c's Helper	343	228	22	93
.....	92	43	17	32
.....	62	40	..	22
.....	272	119	1	152
.....	94	45	14	35
lker	43	40	..	3
ter	25	15	..	10
r	19	15	..	4
.....	100	60	2	38
's Apprentice	9	8	..	1
.....	84	41	12	31
.....	37	25	2	10
er	2	1	..	1
n	43	..	1	22
lker	14	8	2	4
in	165	80	16	69
on Tug.....	1	..	..	1
.....	212	126	9	77
utter	36	20	2	14
.....	1,049	310	91	648
.....	8	6	..	2
Assistant	1	..	..	1
and Roofer	44	31	2	11
erer	14	12	..	2
er	14	8	1	5
l	5	4	..	1
right	16	4	7	5
Total.....	9,913	5,030	914	3,969

Eligible Lists Abolished.

Title.	Notified.	Passed.	Rejected.	Failed to Ap- pear.
Baker	27	16	2	9
Barber	10	8	..	2
Basket Maker	2	1	..	1
Boat Builder	1	1	..	..
Butcher	6	5	..	1
Cook	21	14	..	7
Cooper	1	1	..	..
Coxswain	2	2	..	..
Gas Maker's Assistant	4	3	..	1
Hose Repairer's Helper.....	2	2	..	..
Hospital Helper	65	41	..	24
Laundress	32	19	..	13
Seamstress	17	12	..	5
Shoemaker	11	7	..	4
Sunder	18	16	..	2
Switchman	3	2	..	1
Tailor	8	4	..	4
Toolman	18	13	..	5
Waiter and Waitress	14	7	..	7
Woodworker	1	..	..	1
Total	263	174	2	87
Grand Total	10,176	5,204	916	4,056

List of Trade Schools Examinations for the Year 1902.

Title.	Notified.	Passed.	Failed.	Failed to Appear.
Blacksmith	44	21	21	2
Bricklayer	36	32	1	3
Carpenter	66	33	21	12
Housesmith	6	5	..	1
Machinist	58	11	35	12
Painter	132	64	42	26
Pipe Calker	46	30	8	8
Pipe Fitter	16	14	2	..
Plasterer	18	17	..	1
Plumber	59	34	21	4
Raw Filer	3	1	2	..
Shaper	6	3	2	1
Shaper's Assistant	1	..	..	1
Smith and Roofer	21	14	5	2
Total	512	279	160	73

Recapitulation.

Notified for Trade Examination	512
Passed Trade Examination.....	279
Failed in Trade Examination.....	160
Failed to Appear for Examination.....	73
Total Examined	439

14.25 per cent. of the number notified for Trade Examination failed to appear.

36.45 per cent. of the number of men examined in Trade Schools failed in the examination.

85.75 per cent. of the number notified for examination in the Trade Schools appeared for examination.

63.55 per cent. of the number examined in the Trade Schools passed the examination.

THE REPORT OF LABOR BUREAU FOR THE YEAR 1902.
Number on Regular Eligible Lists, on December 31, 1902.

Title.	Manhattan.	Brooklyn.	Bronx.	Richmond.
Baker	12	4	..	..
Barber	7	1	1	..
Batteryman	2	2	4	3
Batteryman's Assistant	2	2	4	..
Blacksmith	12	7	..	..
Boatbuilder	..	1	..	..
Boatman	10	4	4	..
Boilermaker	..	1	..	..
Bricklayer	10	8	6	1
Bridge Tender	27	23	60	3
Bridge Mechanic	2	11	3	..
Butcher	3	2	..	..
Cable Splicer	5	..	1	..
Carpenter (House)	8	..	8	1
Carpenter (Ship)	3	3	..	..
Cement Worker	24	1	3	..
Cleaner (Male)	47	15	4	7
Cleaner (Female)	59	14	52	2 2
Cook (Male)	4	4	..	..
Cook (Female)	..	1	..	..
Cooper	..	..	..	..
Coxswain	2	..	..	..
Cutter	1	..	..	..
Deckhand	23	8	..	1
Diver	1	1	..	..
Diver's Tender	1	..	..	..
Dockbuilder	74	8	..	4
Driver, Department Street Cleaning.....	63	129	6	..
Driver (Miss.)	27	20	23	6
Dump Boardman	19	8	1	..
Elevatorman	23	1	1	..
Flagger	5	..	4	..

Title.	Manhattan.	Brooklyn.	Bronx.	Richmond.	Queens.
Foreman's Assistant	31	15	19	7	15
Foreman of Laborers.....	30	15	33	32	27
Gardener's Assistant	27	30	30	3	..
Harness Maker	18	11	4	..	..
Horseshoer	7	8	..	..	1
Hose Repairer	..	..	6	..	3
Hospital Helper (Male).....	4	11	..	..	..
Hospital Helper (Female).....	15	..	..	..	..
Hospital Helper (Mechanic).....	..	1	..	..	..
Hostler, Department Street Cleaning....	28	44	4	..	..
Housesmith	4	1	..	..	..
Laborer	72	170	252	47	109
Laborer (Out of Town).....	39	..	..	..	..
Lighter of Markets.....	3	..	..	..	..
Lineman	16	6	5	3	1
Laundryman	..	1	..	1	..
Laundress	4	1	2	..	1
Machinist	2	4	3	..	1
Machinist's Apprentice	1	2	4	..	1
Mason	3	4	5	3	1
Mechanic's Helper, Department Street Cleaning	159	14	30	2	21
Mower	12	5	8	..	2
Oiler	11	18	4	..	2
Painter (Grainer)	..	1	..	..	..
Painter (House)	11	3	10	..	3
Painter (Letterer)	5	..	2	..	..
Painter (Striper)	3	2	..	..	1
Paver	27	10	1	..	..
Pipe Calker.....	8	7	5	..	..
Pipe Fitter	8	5	1	..	..
Plasterer	3	8	4	..	..
Plumber	7	8	13	..	2
Plumber's Apprentice	2	3	2	..	1

Title.	Manhattan.	Brooklyn.	Bronx.	Richmond.
Rammer	16	3	6	..
Rigger	7	6	2	..
Saw Filer	..	..	1	..
Scowman	2	10	..	..
Seamstress	7	13	1	..
Ship Calker.....	2	6	..	..
Shoemaker	5	2	1	..
Sounder (Marine)	3	..	..	..
Stableman	35	14	14	6
Stoker	70	13	6	..
Stone Cutter	9	2	5	..
Sweeper, Department Street Cleaning...	155	142	..	..
Switchman	..	2	..	..
Tailor	4	1	..	..
Tapper	3	..	1	..
Tinsmith and Roofer.....	7	2	6	..
Upholsterer	6	2	..	..
Varnisher	3	..	..	..
Waiter	..	5	..	..
Wheelwright	2	1	..	..
Woodworker	..	..	4	..
Wireman	3	1	..	..
Total	1,375	912	677	132

Number on Preferred Eligible Lists on December 31, 1902.

Title.	Manhattan.	Brooklyn.	Bronx.	Richmond.	Queens.	Outside Borough.
Bricklayer	3	..	2	..	..	..
Baker	4	..	..	..	..	..
Batteryman	1	..	..	..	..	..
Blacksmith	1	..	..	..	..	..
Boatman	1	7	..	..	..	..
Bridgetender	..	7	..	..	1	..
Butcher	1	..	..	..	..	..
Carpenter (House)	4	2	2	..	1	..
Carpenter (Ship)	..	1	1	..	..	..
Cement Worker	1	..	1	..	..	..
Cleaner (Male)	4	8	..	..	..	3
Cleaner (Female)	16	5	1	..	..	..
Cook (Male)	1	..	..	..	..	..
Coxswain	1	..	..	..	..	..
Dockbuilder	..	..	1	..	..	..
Flagger	2	2	1	..	..	..
Foreman's Assistant	11	1	9	1	..	..
Foreman of Laborers	15	4	11	5	..	..
Gardener's Assistant	..	..	9	..	..	..
Harness Maker	2	1	1	..	..	..
Hose Repairer	2	..	1	..	..	..
Laborer	28	1	35	..	..	16
Lineman	..	1	1	..	..	..
Machinist's Apprentice	..	..	1	..	..	..
Mason	4	2	3	..	..	..
Mechanic's Helper, D. S. C.	10	4	3	..	..	1
Mower	1	..	6	..	..	..
Oiler	..	4	..	..	..	..
Painter (House)	1	..	..	..	..	..
Paver	1	..	..	..	..	..
Pipe Fitter	..	3	..	..	..	..
Plasterer	..	1	..	..	..	..
Plumber	2	1	..	..	..	..

Title.	Manhattan.	Brooklyn.	Bronx.	Richmond.	Queens.	Outside Bronx.
Rigger	2	..	..	..	..	..
Stableman	..	1	2	..	..	1
Driver (Miss.).....	1	3	..	..	..	1
Ship Calker.....	..	..	2	..	..	..
Varnisher	1	..	1	..	..	..
Waitress	..	1	..	..	..	..
Wheelwright	1	..	..	..	..	..
Bridge Painter	19	..	..	..	..	..
Stoker	4	1	..	..	..	..
Total	145	61	94	6	2	2

Regular Eligible Lists.

Title.	Manhattan.	Brooklyn.	Bronx.	Richmond.	Queens.
Upholsterer	6	2	..	..	1
Varnisher	3	..	..	..	..
Waiter	..	5	..	..	..
Wheelwright	2	1	..	..	..
Woodworker	..	..	4	..	..
Laborers (Out of Town).....	39	..	..	..	..
Cable Splicer	5	..	1	..	..
Wireman	3	1	..	..	..
Bridge Mechanic	2	11	3	..	..
Laundryman	..	1	..	1	..
Total	1,375	912	677	132	304

SHOWING STATISTICS OF THE LABOR BUREAU.

Number of Appointments from the Regular Eligible Lists to December 31, 1902.

Title.	Number.	Title.	Number.
Baker	1	Foreman's Assistant	56
Barber	..	Foreman of Laborers.....	25
Basket Maker	1	Gardener's Assistant	529
Batteryman	..	Gas Maker.....	..
Batteryman's Assistant.....	1	Groundman	..
Blacksmith	7	Harness Maker	..
Blacksmith's Helper	..	Horseshoer	4
Boat Builder	..	Hose Repairer	9
Boatman	1	Hospital Helper (Male).....	10
Boilermaker	..	Hospital Helper (Female).....	17
Bricklayer	8	Hospital Helper (Mechanic).....	1
Bridge Tender	8	Hostler	9
Butcher	..	Lineman	20
Cabin Boy	..	Laundress	5
Cabinet Maker	..	Machinist	5
Carpenter (House)	20	Mason	11
Carpenter (Ship)	12	Mechanic's Helper	62
Cement Worker	..	Mower	18
Cleaner (Male)	12	Oiler	4
Cleaner (Female)	16	Painter (House)	33
Cook (Male)	5	Paver	17
Cook (Female)	3	Pipe Caulker	7
Cooper	..	Pipe Fitter	3
Coppersmith	..	Plasterer	2
Coxswain	..	Plumber	12
Cutter	1	Plumber's Apprentice	4
Deckhand	16	Rammer	8
Diver	2	Rigger	12
Diver's Tender	..	Tinsmith and Roofer.....	5
Dockbuilder	1	Scowman	8
Driver (Miss.)	26	Seamstress	1
Dump Boardman. Department		Stableman	16
Street Cleaning	9	Stoker	52
Elevatorman	7	Sweeper, Department Street Clean-	
Flagger	1	ing	167

Title.	Number.	Title.	Number.
Switchman	..	Woodworker	..
Tailor	..	Driver, Department Street Clean-	
Tapper	..	ing	928
Tapper's Assistant	..	Bridge Mechanic	7
Toolman	..	Cable Splicer	4
Upholsterer	..	Rustic Carpenter	4
Varnisher	1	Laborer	441
Waiter	..	Housesmith	2
Waitress	..		
Wheelwright	1	Total	2,681

Number of Appointments from the Preferred Lists to December 31, 1902.

Title.	Number.	Title.	Number.
Baker	1	Diver's Tender	..
Barber	..	Dockbuilder	..
Basket Maker	..	Driver (Miss.)	17
Batteryman	..	Elevatorman	2
Batteryman's Assistant	1	Flagger	6
Blacksmith	3	Foreman's Assistant	15
Blacksmith's Helper	..	Foreman of Laborers.....	32
Boatbuilder	..	Gardener's Assistant	19
Boatman	..	Harness Maker	2
Boilermaker	..	Housesmith	2
Bricklayer	3	Laborer	369
Bridge Tender	8	Lineman	2
Butcher	..	Laundress	..
Carpenter (House)	40	Machinist	6
Carpenter (Ship)	..	Machinist's Apprentice	..
Cement Worker	..	Machinist's Helper	..
Cleaner (Male)	11	Mechanic's Helper	20
Cleaner (Female)	9	Mower	21
Cooper	..	Oiler	5
Deckhand	4	Painter (House)	25
Diver	..	Paver	28

Title.	Number.	Title.	Number.
Pipe Caulker	3	Stableman	
Pipe Fitter	3	Stoker	1
Plasterer	..	Tapper	
Plumber	10	Upholsterer	
Plumber's Apprentice	3	Varnisher	
Rammer	14	Wheelwright	
Rigger	..	Woodworker	
Roofer and Tinsmith.....	3	Woodsawyer	
Saw Filer	..	Valveman	
Scowman	1	Mason	
Seamstress	..		
Ship Caulker	2	Total	72
Sounder (Marine)	..		

RECAPITULATION.

Appointments, Department of Street Cleaning.....	1,156	
Appointments, Other Departments	2,246	
		3,402
Reinstatements, Department of Street Cleaning.....	490	
Reinstatements, Other Departments	713	
		1,203
Dismissals without Prejudice, Department of Street Cleaning.....	749	
Dismissals without Prejudice, Other Departments.....	1,169	
		1,918
Dismissals for Cause, Department of Street Cleaning.....	385	
Dismissals for Cause, Other Departments	247	
		632
Resignations, Department of Street Cleaning.....	460	
Resignations, Other Departments	187	
		647
Transfers		7
Change of Titles		42
Deaths		21
		8,512
Total Number of Changes in the Working Force of all Departments during the Year		8,512

TABLE No. 24.

SHOWING NAMES, OCCUPATIONS, DATES OF APPOINTMENT AND SALARIES OF THE COMMISSIONERS AND THE NAMES, POSITIONS, DATES OF APPOINTMENT AND SALARIES OF THE EMPLOYEES OF THE MUNICIPAL CIVIL SERVICE COMMISSION.

Commissioners.

Name and Occupation.	Date of Appointment.	Salary.
Willis L. Ogden, President, Merchant.....	Jan. 1, 1902	\$6,000 00
William N. Dykman, Lawyer.....	Jan. 1, 1898	none
Alexander T. Mason, Lawyer.....	May 5, 1899	none
Theodore M. Banta, Cashier, New York Life Insurance Company	Jan. 1, 1902	none
William A. Perrine, Business Agent, Iron Moulders' Union of North America.....	Jan. 1, 1902	none
Nelson S. Spencer, Lawyer.....	Jan. 1, 1902	none
Cornelius Vanderbilt, Engineering.....	Jan. 1, 1902	none

Employees.

Executive Office.

Name and Position.	Date of Appointment.	Salary.
S. William Briscoe, Secretary.....	May 1, 1895	\$5,000 00
John H. McCooey Assistant Secretary.....	May 24, 1898	3,000 00
Frederick J. Smith, Clerk.....	Feb. 21, 1899	1,500 00
Henry B. Boudinot, Clerk.....	April 28, 1896	1,500 00
Clarence J. Tobin, Stenographer and Typewriter..	May 6, 1901	1,500 00
George H. Eberle, Clerk.....	Mar. 4, 1896	1,350 00
James D. Dunlap, Clerk.....	June 3, 1896	1,350 00
John Casey, Clerk.....	Sept. 18, 1897	1,200 00
Timothy J. O'Leary, Clerk.....	July 21, 1902	900 00
Frances Eckstein, Stenographer and Typewriter...	Feb. 10, 1902	900 00
Teresa G. Casey, Stenographer and Typewriter....	Feb. 17, 1902	900 00
William J. Lyell, Telephone Operator.....	Mar. 15, 1901	900 00
Adolph J. Cohn, Clerk.....	April 20, 1901	750 00
Lawrence A. Byrne, Junior Clerk.....	Aug. 1, 1899	540 00

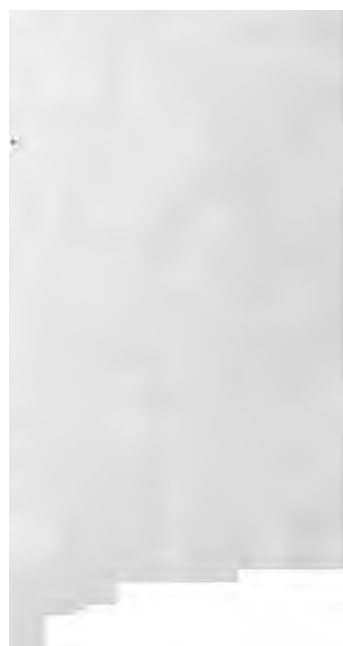
Name and Position.	Date of Appointment.	Salary.
William M. Tighe, Junior Clerk.....	July 16, 1900	540 00
Joseph J. Skelding, Junior Clerk.....	June 2, 1902	540 00
Thomas E. Lynch, Office Boy.....	July 18, 1902	300 00
James A. Sherry, Office Boy.....	Aug. 1, 1902	300 00
James J. McMahon, Office Boy.....	Oct. 6, 1902	300 00
August Knoepfle, Office Boy.....	Oct. 6, 1902	300 00
Philip J. Coffey, Clerk.....	Nov. 26, 1897	1,500 00
Mamie A. Cadley, Clerk.....	Dec. 1, 1893	1,350 00
John W. Woodward, Clerk.....	Feb. 21, 1899	1,200 00
Edward G. Norris, Clerk.....	July 19, 1902	900 00
William A. Barnard, Junior Clerk.....	July 16, 1900	540 00
Joseph T. Ryan, Office Boy.....	May 27, 1901	300 00

Examining Division.

Frederick G. Ireland, Chief Examiner.....	Nov. 13, 1895	\$4,200 00
Francis Collingwood, Examiner.....	May 12, 1895	2,550 00
F. Edge Kavanagh, Examiner.....	Mar. 2, 1899	2,400 00
Peter D. Byrne, Character Examiner and Inspector.	June 7, 1902	1,800 00
Mildred G. Smith, Examiner.....	Jan. 1, 1897	1,200 00
May B. Upshaw, Examiner.....	May 17, 1902	1,200 00
William B. Clarke, Examiner.....	June 21, 1902	1,200 00
James O. Conway, Examiner.....	June 23, 1902	1,200 00
James P. Warbasse, M. D., Examiner.....	Dec. 26, 1902	2,100 00
Levi F. Warner, M. D., Examiner.....	Aug. 18, 1897	10 00 per session
Danforth N. B. Sturgis, Examiner.....	Mar. 8, 1895	10 00 per session
Elmer G. Story, Examiner.....	Mar. 2, 1897	10 00 per session
Henry K. Spaulding, Examiner.....	Mar. 25, 1897	10 00 per session
David H. Ray, Examiner.....	July 25, 1902	10 00 per session
Charles H. Hyde, Examiner.....	Mar. 2, 1899	10 00 per session
Percy S. Hildreth, Examiner.....	Aug. 4, 1896	10 00 per session
Joseph A. Kene, M. D., Examiner.....	June 2, 1898	10 00 per session
Frank Gallagher, Examiner.....	Mar. 2, 1899	10 00 per session
Ernest L. Crandall, Examiner.....	Mar. 2, 1899	10 00 per session
Louis B. Bennett, Examiner.....	July 16, 1902	10 00 per session
Helen J. Higgins, Stenographer and Typewriter..	Nov. 14, 1902	1,050 00
Wilson S. Custard, Clerk.....	July 23, 1902	900 00
Samuel Rosenfeld, Office Boy.....	July 12, 1901	300 00

Labor Bureau.

Name and Position.	Date of Appointment.	Salary.
Frank A. Spençer, Labor Clerk.....	Jan. 27, 1896	\$2,700 00
Emil Back, Clerk.....	Mar. 21, 1895	1,500 00
Claude F. Curtis, Clerk.....	Feb. 21, 1899	1,200 00
Albert D. McGuire, Clerk.....	May 1, 1901	750 00
Alfred S. Houghton, Medical Examiner.....	May 8, 1895	1,500 00
John H. Dougherty, Stenographer and Typewriter.	July 1, 1898	1,200 00







**This book is under no circumstances to be
taken from the Building**

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